

**Tentative Agenda  
Glenwood City Council Meeting  
December 12, 2023  
City Hall 5 N Vine St~ 7:00 p.m.**

**Committee Meetings 6:00 p.m. - 7:00 p.m.**

**Public Works**

- Locust St Bids
- Redbud Ave
- Future Street Projects

**Public Admin**

- Fire Ordinances
- Budget & Finance
- Ambulance Purchase

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**Council Meeting - 7:00 p.m.**

**1. Call to order/roll call**

**2. Consent agenda** - All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion on these items unless a request is made prior to the time Council votes on the motion:

- |   |   |
|---|---|
| a. Agenda   | h. Bucksnot Grill and Sports Bar Liquor License Renewal   |
| b. Abstract of Claims #11   | i. <u>Extension Request</u> for 19-DRH-008, Burr Oak Apartments to June 30, 2024  |
| c. <u>Minutes of 11.28.2023</u> Council Meeting                                 | j. <u>Extension Request</u> for Infill Lots: 19-DRH-002, 19-DRH004, 19-DRH-006, 19-DRH-007 & 19-DRH-016 to April 30, 2024 |
| d. <u>Minutes of 11.30.2023</u> Special Meeting                                 |   |
| e. Super Board <u>Meeting Notes 12.7.2023</u>                                   |   |
| f. Fas Mart #551 Liquor License Renewal   |   |
| g. Designate Opinion Tribune at official newspaper for City of Glenwood in 2024 |   |

**3. Allow visitors to address council**

Visitors may address the Council at this time; however, comments will be limited to 3 minutes. As per Iowa's Open Meetings Law, Council can only listen during public comments and cannot take any action on items that are not posted on the agenda. Council may take issues under advisement and if needed refer them to a department head, Mayor's committee, or add them to a future agenda.

**4. Jen Wilson - Cervical Health Awareness Month Proclamation**

**5. Mills County Chamber - Replace Post for Banners Across S. Locust**

**6. Pickleball - Install Waterline/City Responsibility and Assumption**

**7. Approve Resolution 3659 attesting proper procedures followed by the Glenwood Municipal Utilities Board for adopting GMU budget for CY 24**

**8. Resolution 3660 Establishing Policy for the Payment of Claims due to the Cancellation of the Second City Council Meeting in December**

**9. Approve 2024 City of Glenwood Meeting Dates**

**10. Approve date of meeting for appointing new mayor - Public Notice**

**11. Approve City Clerk Job Description**

**12. Approve City Administrator/ Finance Director Job Description**

**13. 207 Fairview Dr Sidewalk Reimbursement for \$250**

**14. Committee Reports**

- a. Public Works - Kates
  - i. Discussion/Possible motion to accept Locust St Bid and Authorize City Administrator to Complete Contract Provisions
  - ii. Possible Action Item Regarding Redbud Ave
  - iii. Future Street Projects - Discussion/possible action item
- b. Public Admin - Jackson
  - i. Fire Ordinances
- c. Budget & Finance - Smithers
  - i. Ambulance Purchase

## 15. Departmental Reports

- a. **Clark-Public Works**
- b. **Johansen – Police Dept**
  - i. Accept Resignation of Sergeant Noah Hahn, effective December 20, 2023
  - ii. K9 Program - Discussion/Possible Action Item
  - iii. Acceptance of Captain Patrick Martin retirement effective December 27, 2023
  - iv. Action item regarding sale of firearm
  - v. Motion to extend a conditional offer of Police Officer I, potential start date of December 28, 2023 at \$24.47/hr per union contract
  - vi. Police Officer Recruitment Update
  - vii. Approve Drone Policy
  - viii. Handle with Care Memorandum of Understanding
- c. **Painter – Library**
- d. **Collins – Cemetery**
  - i. Resolution 3661 Revising Cemetery Fees, Effective January 1, 2024
- e. **Gray – Fire & Rescue/ Code enforcement**
  - i. Quote from Waste Connections on larger dumpster to be placed at Public Works Dept
- f. **Mattox – Park**
  - i. Playset Inspection from ICAP - Alley
- g. **Farnan – Admin**
  - i. Tree Board Update
  - ii. Updates on Audit & Budget
  - iii. November 2024 Financials and Fund Report
  - iv. Approve the following CDBG Pass Thru Funds Pay Requests
    - 1. Pay Request 10 - 306 N. Locust St, 19-DRH-006 - in the amount of \$18,629.17
    - 2. Pay Request 11 - 306 N. Locust St, 19-DRH-006 - in the amount of \$9,570
    - 3. Pay Request 4 - 110 Nuckolls St, 19-DRH-016 - in the amount of \$5,728.58
    - 4. Pay Request 9 - Arbor Hills, 19-DRH-018 - in the amount of \$15,065.23
    - 5. Pay Request 7 - 308 N. Hazel St, 19-DRH-002 - in the amount of \$21,083.51
    - 6. Pay Request 12 - 1001 N. Linn St, 19-DRH-007 - in the amount of \$6,386.34
    - 7. Pay Request 13 - 1001 N. Linn St, 19-DRH-007 - in the amount of \$9256
    - 8. Pay Request 12 - 408 N. Myrtle St, 19-DRH-004 - in the amount of \$13,290.14
    - 9. Pay Request 13 - 408 N. Myrtle St, 19-DRH-004 - in the amount of \$14,751.75
    - 10. Pay Request 11 - 210 Valley St, 19-DRH-005 - in the amount of \$43,530.92
    - 11. Revised Pay Request 1 - 2 N. Walnut St, 22-ARPDH-024 - in the amount of \$120,000, previous approved amount was \$120,489.20
    - 12. Pay Request 2 - 2 N. Walnut St, 22-ARPDH-024 - in the amount of \$80,000

## 16. Mayor Pro Tem's Report

17. Motion to Adjourn Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Time: \_\_\_\_\_ PM

Order of agenda at discretion of Mayor

Claims #11

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
GENERAL LIABILITIES					
FED/FICA TAX PAYMENT	FED/FICA TAX	12,159.16		1291536	11/30/23
FED/FICA TAX PAYMENT	FED/FICA TAX	4,905.43	17,064.59	1291543	12/01/23
TREASURER, STATE OF IOWA	STATE TAX	1,715.86		1291537	11/30/23
TREASURER, STATE OF IOWA	STATE TAX	716.65	2,432.51	1291544	12/01/23
IPERS	IPERS	10,174.51		1291538	11/30/23
IPERS	IPERS - PROTECT	3,696.04	13,870.55	1291545	12/01/23
NE CHILD SUPPORT PAYMENT CNTR	CHILDSUPPORTDED		1,010.00	81232	12/01/23
CITY OF GLENWOOD	HEALTH INS	1,967.50		81195	11/30/23
CITY OF GLENWOOD	HEALTH INS	1,020.00	2,987.50	81233	12/01/23
	050 LIABILITIES TOTAL		37,365.15		
POLICE					
BOMGAARS	RANGE SUPPLIES (HAHN)		3.74	81265	12/12/23
CDW GOVERNMENT INC	425VA 6 OUTLET BATTERY BACK UP		58.74	81267	12/12/23
DETAILS THE CLEANING CO.	CITY HALL CLEANING		200.00	81269	12/12/23
FLAT IRON LAUNDRY CENTER	JOHANSEN & RIX UNIFORMS		338.70	81271	12/12/23
HTS AG	PD DRONE - GRANT PURCHASE		9,994.78	81242	12/07/23
JONES AUTOMOTIVE, INC	2015 CHEV TAHOE PD		338.58	81280	12/12/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		133.49	81286	12/12/23
JACOB POWER	DRE SCHOOL OUT OF STATE		468.62	81293	12/12/23
STANARD & ASSOCIATES	PD SELECTION TEST		77.50	81296	12/12/23
BARRETT AUTO CENTER	2015 CHEVY TAHOE OIL CHNG TRAN		577.77	81298	12/12/23
US CELLULAR	PD		483.12	81300	12/12/23
CENTURYLINK	PD PHONE		201.98	81302	12/12/23
WEX BANK	PD		2,247.67	1291553	12/12/23
WESTERN IOWA NETWORKS	PD PHONE		64.99	81305	12/12/23
	110 POLICE TOTAL		15,189.68		
K9 DEPARTMENT					
HILLTOP ANIMAL HOSPITAL	K9 CHECK UP & VACCINATIONS		255.59	81274	12/12/23
	111 K9 DEPARTMENT TOTAL		255.59		
FIRE					
AMERICAN TEST CENTER INC	ANNUAL INSPECT UNIT 12 FD		1,741.00	81261	12/12/23
AUTO VALUE	E-15 ANTI FREEZE		24.10	81262	12/12/23
BOMGAARS	FLAG POLE REPAIR		46.50	81265	12/12/23
BOUND TREE MEDICAL, LLC	MED SUPPLIES		279.42	81266	12/12/23
J Q OFFICE	FD COPY FAX PRINTER		103.29	81278	12/12/23
JENNIE ED HOSPITAL PHARMACY	PHARMACY SUPPLIES		88.58	81279	12/12/23
LIFE ASSIST	MED SUPPLIES		1,433.28	81281	12/12/23
MATHESON TRI-GAS, INC	OXYGEN		656.57	81283	12/12/23
MHS SYSTEMS INC	RECHARGE & REPLACE EXTINGUISHR		1,083.06	81285	12/12/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		279.34	81286	12/12/23
NEXUS TECH SOLUTIONS	FD IT		146.72	81290	12/12/23
BLUETARP CREDIT SERVICES	MEMBERSHIP		19.99	81291	12/12/23
PAPER TIGER	FD		23.33	81292	12/12/23
PRECISION DIESEL INC	MED 2 REPAIR		11,281.77	81294	12/12/23
SANDRY FIRE SUPPLY, LLC	SCBA TESTING FACE PIECE TEST		1,036.50	81295	12/12/23
STERICYCLE	MEDICAL WASTE		100.44	81297	12/12/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK CHECK# DATE
BARRETT AUTO CENTER	FCI SERVICE		112.38	81298 12/12/23
ULINE	PPR SHREDDER-SOAP & TOWEL DISP		776.06	81299 12/12/23
US CELLULAR	FD PHONES		202.55	81300 12/12/23
CENTURYLINK	FD		407.30	81302 12/12/23
VERATHON INC	REPLACEMENT CASES		157.47	81303 12/12/23
WEX BANK	FD		2,122.23	1291553 12/12/23
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	150 FIRE TOTAL		22,121.88	
SANITATION				
WASTE CONNECTIONS OF IOWA	PARK		768.44	81304 12/12/23
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	290 SANITATION TOTAL		768.44	
LIBRARY				
CITY OF GLENWOOD	HEALTH INS		537.50	81195 11/30/23
BLACK HILLS ENERGY	GAS SERVICE		87.45	81235 12/07/23
BAKER & TAYLOR	BOOKS	220.86		1427 12/07/23
BAKER & TAYLOR	ADULT/CHILDREN BOOKS	276.97	497.83	81236 12/07/23
BUTHE'S TURF	LAWN CARE		100.00	81237 12/07/23
CAPITAL BUSINESS SYS	TELEPHONE		188.16	81238 12/07/23
CAPITAL BUSINESS SYSTEMS	CANON COPIER/PRINTER		148.51	81239 12/07/23
CENTER POINT PUBLISHING	BOOKS		192.96	1428 12/07/23
MIDWEST TAPE, LLC	BOOKS ON TAPE		478.38	81240 12/07/23
HOUSERS AC AND HEATING	HVAC MAINTENANCE		288.00	81241 12/07/23
J Q OFFICE	KYOCERA		92.40	81243 12/07/23
SPARTAN STORES, LLC	PROGRAM		247.76	1429 12/07/23
MEDIA.COM	INTERNET SERVICES		275.90	81244 12/07/23
MIDAMERICAN ENERGY (LIB)	ELECTRIC SERVICE		238.19	81245 12/07/23
OMAHA WORLD HERALD	NEWSPAPER SUBSCRIPTION		545.79	81246 12/07/23
ORKIN	PEST CONTROL		71.99	81247 12/07/23
OXEN TECHNOLOGY	COMPUTER MAINTENANCE		479.00	81248 12/07/23
QUALITY CARE CLEANING	CLEANING SERVICES		2,120.00	81249 12/07/23
QUILL	CLEANING SUPPLIES		249.83	81250 12/07/23
TRAER PUBLIC LIBRARY	BOOK REPLACEMENT		31.16	81251 12/07/23
VISA	ZOOM SUBSCRIPTION & FLAG COIL		147.99	81252 12/07/23
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	410 LIBRARY TOTAL		7,018.80	
AMPITHEATER				
MIDAMERICAN ENERGY	ELECTRIC SERVICE		31.85	81286 12/12/23
			-----	
	420 AMPITHEATER TOTAL		31.85	
PARK				
LINKON LOGS PORTABLES	CONTRACTED - PARK		70.00	81282 12/12/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		1,071.88	81286 12/12/23
US CELLULAR	CITY		169.71	81300 12/12/23
WEX BANK	PARK		101.12	1291553 12/12/23
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	430 PARK TOTAL		1,412.71	

# CLAIMS REPORT

endor Checks: 11/29/2023-12/12/202

Page 3  
Payroll Checks: 11/29/2023-12/12/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
RECREATION					
MIDAMERICAN ENERGY	ELECTRIC SERVICE		71.40	81286	12/12/23
	440 RECREATION TOTAL		71.40		
CEMETERY					
MIDAMERICAN ENERGY	ELECTRIC SERVICE		26.29	81286	12/12/23
BLUETARP CREDIT SERVICES	MEMBERSHIP		20.00	81291	12/12/23
US CELLULAR	CEM		49.66	81300	12/12/23
CENTURYLINK	PHONE		66.96	81302	12/12/23
WEX BANK	CEM		339.98	1291553	12/12/23
	450 CEMETERY TOTAL		502.89		
ADMINISTRATION					
DETAILS THE CLEANING CO.	CITY HALL CLEANING		200.00	81269	12/12/23
GLENWOOD STATE BANK	SAFE DEPOSIT BOX		55.00	81273	12/12/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		416.12	81286	12/12/23
MILLS COUNTY AUDITOR	ELECTIONS		2,782.07	81287	12/12/23
PAPER TIGER	CITY HALL		11.67	81292	12/12/23
WESTERN IOWA NETWORKS	CITY HALL PHONE		127.40	81305	12/12/23
	620 ADMINISTRATION TOTAL		3,592.26		
TORT LIABILITY					
IOWA MUNICIPALITIES WORKERS	AUDIT PREMIUM ADJUSTMENT		45,331.00	81276	12/12/23
	660 TORT LIABILITY TOTAL		45,331.00		
	001 GENERAL TOTAL		133,661.65		
AQUATIC CENTER					
POOL					
EAGLE ENGINEERING	POOL ISSUES		120.00	81270	12/12/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		183.08	81286	12/12/23
	445 POOL TOTAL		303.08		
	002 AQUATIC CENTER TOTAL		303.08		
ROAD USE TAX					
LIABILITIES					
FED/FICA TAX PAYMENT	FED/FICA TAX		2,545.95	1291536	11/30/23
TREASURER, STATE OF IOWA	STATE TAX		375.25	1291537	11/30/23
	050 LIABILITIES TOTAL		2,921.20		
STREET					
AUTO VALUE/ARNOLD MOTOR	MED HP V-BELT		21.22	81263	12/12/23
BARCO	SHIPPING FOR BARRICADE & PAINT		52.96	81264	12/12/23
BOMGAARS	BATTERY		247.65	81265	12/12/23
EAGLE ENGINEERING	23-26 PROJECT BIDDING		6,026.26	81270	12/12/23

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
IA WASTE SERVICES, LLC	RUT CLEAN UP		67.00	81277	12/12/23
LYMAN-RICHEY CORPORATION	SAND FOR STREETS		3,577.96	81284	12/12/23
MIDAMERICAN ENERGY	ELECTRIC SERVICE		3,049.41	81286	12/12/23
JUDD NARRON	SIDEWALK REIMBURSEMENT		250.00	81288	12/12/23
NSG LOGISTICS, LLC	ICE CONTROL SALT		4,387.32	81289	12/12/23
ULINE	EAR PLUGS TP & TOWELS		349.59	81299	12/12/23
US CELLULAR	RUT		49.66	81300	12/12/23
UPHOFF OUTDOOR POWER, LLC	CHAIN SHARPENING		40.00	81301	12/12/23
CENTURYLINK	PHONE 395		56.96	81302	12/12/23
WEX BANK	RUT		946.48	1291553	12/12/23
	210 STREET TOTAL		19,122.47		
	110 ROAD USE TAX TOTAL		22,043.67		
EMPLOYEE BENEFITS					
POLICE					
RENATE FRIEZE	INS REIMBURSEMENT		479.47	81272	12/12/23
	110 POLICE TOTAL		479.47		
	112 EMPLOYEE BENEFITS TOTAL		479.47		
LOST-SPECIAL REVENUE					
RECREATION					
HOUSERS AC AND HEATING	YMCA WATER LEAKING - CEILING		141.00	81275	12/12/23
	440 RECREATION TOTAL		141.00		
	121 LOST-SPECIAL REVENUE TOTAL		141.00		
DEBT SERVICE					
DEBT SERVICE					
ATTN: TRUST FEES DEPARTMENT	2019 GD BOND INTEREST	25,957.50		1291539	11/29/23
ATTN: TRUST FEES DEPARTMENT	2015B GD BOND INTEREST	1,125.00	27,082.50	1291540	11/29/23
	710 DEBT SERVICE TOTAL		27,082.50		
	200 DEBT SERVICE TOTAL		27,082.50		
CDBG HOUSING GRANT					
CDBG HOUSING PROJECTS					
SELL CONSTRUCTION LLC	CDBG PASSTHROUGH 7		177,859.09	81234	12/01/23
	140 CDBG HOUSING PROJECTS TOTAL		177,859.09		
	311 CDBG HOUSING GRANT TOTAL		177,859.09		

# CLAIMS REPORT

Vendor Checks: 11/29/2023-12/12/202

Payroll Checks: 11/29/2023-12/12/20

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK# CHECK DATE
DTR GRANT				
CDBG HOUSING PROJECTS				
CURTIS ARCHITECTURE & DESIGN	SCHEMATIC CONSTRUCTION DOC.		13,405.26	81268 12/12/23
	140 CDBG HOUSING PROJECTS TOTAL		13,405.26	
	312 DTR GRANT TOTAL		13,405.26	
	Accounts Payable Total		374,975.72	
Payroll Checks				
	001 GENERAL		39,316.54	
	110 ROAD USE TAX		7,997.05	
	Total Paid On: 11/30/23		47,313.59	
	001 GENERAL		16,505.62	
	Total Paid On: 12/01/23		16,505.62	
	Total Payroll Paid		63,819.21	
	Report Total		438,794.93	

**CLAIMS REPORT**  
**CLAIMS FUND SUMMARY**

FUND	NAME	AMOUNT
001	GENERAL	189,483.81
002	AQUATIC CENTER	303.08
110	ROAD USE TAX	30,040.72
112	EMPLOYEE BENEFITS	479.47
121	LOST-SPECIAL REVENUE	141.00
200	DEBT SERVICE	27,082.50
311	CDBG HOUSING GRANT	177,859.09
312	DTR GRANT	13,405.26
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	TOTAL FUNDS	438,794.93



## **Glenwood City Council Committee Meeting Minutes**

November 28, 2023

Glenwood City Council met for committee meetings on Tues, 11.28.23 at 6:00 pm in Council Chambers prior to the City Council meeting. Mayor Pro Tem Dan McComb called the meeting to order with the following Council Members present: Jeremy Rodman, Holly Jackson, Laurie Smithers & Donnie Kates. City employees present: Jamey Clark, PD Chief Eric Johansen, Fire Chief Matt Gray, Jessica Alley, Amber Farnan, Mike Collins & Tara Painter. Guests: Joe Foreman, Brad Oliver, Jennie Davis & Andrew Mayer.

Committee meetings are open to the public and for discussion only, no action is taken, but a quorum is usually present. Action, if any, will be taken during the Council Meeting following the committee meetings or at another scheduled council meeting.

City Admin/Dir Finance Farnan:

- discussed budget timeline changes due to State requirements, ARPA dollars will be discussed with budget
- researching employee paid vision insurance options with Assured Partners
- Johansen, Gray and Farnan have been discussing payroll software to increase efficiency and eliminate handwritten timecards

Chamber of Commerce Director Jennie Davis:

- Glenwood Holiday Festival will kick off on Friday at 5:00p, discussed with Council about allowing horse carriage rides sponsored by Jim Hughes, requested to have middle parking lane closed from Friday 2:00p - Saturday 2:00p due to safety
- Andrew Mayers discussed Droppett, 10 x 24 recycling can redemption container that uses tag, drop, and pay later system, Council interested and looking for location with power available, would include \$35/month utility costs

Meeting ended at 6:55pm

## **Glenwood City Council Minutes**

November 28, 2023

Glenwood City Council met in regular session on Tues, 11.28.2023 at 7:00 pm in Council Chambers. Mayor Pro Tem Dan McComb called the meeting to order with the following Council Members present: Holly Jackson, Jeremy Rodman, Laurie Smithers, & Donnie Kates. City employees present: Fire Chief Gray, Jamey Clark, Chief Johansen, Amber Farnan, Tara Painter, Mike Collins, Ron Mattox & Jessica Alley; Guests: Joe Foreman, Jacque Young, Adam Braun, Jennie Davis, Christina Duran + Family, Laura Kuhl & Brad Oliver; Virtual: John, Johnny, & Ethan Hewett

Motion Kates/2nd Smithers to approve the Consent Agenda as printed: Agenda, Revised Abstract of Claims # 9, Abstract of Claims #10, Minutes of 11.14.2023 Council Meeting, Kwik Shop #541 Liquor License Renewal, Mayor's reappointment of Ralph Davis to the GMU Board, 6-year term ending 1/2/2030; Ayes- 5 Nays- 0 motion carried

Mayor Pro Tem Dan McComb administered Oaths of Office to Ralph Davis for the GMU Board and Christina Duran for the At-Large City Council seat

Motion Smithers/2nd Kates to Accept Resignation of Mayor Kohn, effective 11.28.2023; Ayes- 5 Nays- 0 motion carried

Motion Jackson/2nd Kates to Approve Filling Mayor Vacancy by Appointment; Ayes- 5 Nays- 0 motion carried

Council reports on committee meetings held prior to the Council meeting

Kates for Public Works- discussed Droppett recycling can redemption; Holiday Festival, Chamber of Commerce's request to offer horse carriage rides

Motion Kates/2nd Jackson to Approve Closing Middle Parking Lane on 1st from Friday 2:00 pm and Reopen Saturday 2:00 pm allowing Horse & Carriage Rides for 2023 Glenwood Holiday Market; Ayes- 5 Nays- 0 motion carried

Smithers for Budget & Finance- discussed budget; ARPA Funds

Motion Jackson/2nd Kates to approve changing Agent of Record to Assured Partners; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Jackson to approve City Admin moving forward with adding employee Paid Vision Insurance; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Kates to approve Payroll Scheduling Software Contract with Eschedule in the amount of \$5,150.00; Ayes- 5 Nays- 0 motion carried

### **Department Reports**

Public Works Director Clark- street department hanging holiday banners; 6th St project pouring driveways for phase 3; Public Works provided current list of roads that need repair to Council

Police Chief Johansen- thank you to Fire/EMS, Cemetery, and Public Works for Abbott Funeral procession; salvage vehicle inspections successful; exploring Handle with Care program with schools and county; officer was offered conditional work offer for Pottawattamie County

Painter for Library- Library Board losing 2 members in January

Collins for Cemetery- discussed three tree removal at Cemetery; Smithers will discuss recommended Catholic Maintenance Fees being raised with Father Dan

Motion Jackson/2nd Smithers to Approve Removal of Three Trees by Konfirst Tree Service at Cemetery, not to exceed \$3,500; Ayes- 5 Nays- 0 motion carried

Fire Chief Gray- 51 calls since the last Council, 37 in City limits, 26 were medical calls; safety manual revisions; Pacific Junction Fire contract discussion with PJ Mayor, Glenwood Fire/EMS primary response; \$4,114 matching DNR Grant received for wildland gear

Motion Rodman/2nd Smithers to approve Safety Manual; Ayes- 5 Nays- 0 motion carried

Mattox with Park & Rec- discussed SWI Pickleball requesting City to contribute to costs for water hydrant to be put in near court, \$1,630.79 quote from GMU + Hydrant material estimated at \$905 for a total of \$2,535.79, Council discussed list of current projects needing to be prioritized, no motion was made, requested Park Superintendent move forward on donated playground set

Admin/Finance Farnan- discussed employee handbook revisions; City Clerk and City Admin/Dir of Finance job descriptions written and needing approval, council will review

Motion Smithers/2nd Kates to approve Revisions to Employee Handbook; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Kates to approve Resolution 3658, setting wages for city hall employees; Ayes- 5 Nays- 0 motion carried

Motion Kates/2nd Jackson to approve October Financials; Ayes- 5 Nays- 0 motion carried

Motion Smithers/2nd Jackson to approve the following CDBG Pass Thru Funds Pay Requests: Pay Request 3 - 110 Nuckolls St, 19-DRH-016 - in the amount of \$72,805.31, Pay Request 11 - 1001 N. Linn St, 19-DRH-07 - in the amount of \$3,512.72, & Pay Request 8 - Arbor Hills, 19-DRH-018 - in the amount of \$503,884.39; Ayes- 5 Nays- 0 motion carried

Council Member Rodman- Mills County Betterment is hosting 2023 Holiday Home Tour 12/2/23 at 5-8pm, tickets for sale at South Walnut Collective

Motion Smithers/2nd Rodman to adjourn meeting at 8:21 pm; Ayes- 5 Nays-0 meeting adjourned

Attest:

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Mayor Pro Tem, Dan McComb

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Jessica Alley, City Clerk

Glenwood City Council Minutes  
November 30, 2023

Glenwood City Council met in special session on Tues, 11.30.2023 at 12:32pm in Council Chambers. The meeting was called to order with the following Council Members present: Laurie Smithers, Jeremy Rodman & Donnie Kates. City employees: Jamey Clark and Amber Farnan; Council Members Holly Jackson and Dan McComb were absent

Motion-Kates/2nd-Rodman to approve the consent agenda: Agenda, Ayes- 3 Nays- 0 motion carried

Motion-Kates/2nd-Smithers to approve the annual urban renewal report, Ayes- 3 Nays- 0 motion carried

Council was given the Street Finance Report on November 28 via email and again at this meeting, copies are available upon request from the public.

Motion-Kates/2nd-Rodman to adjourn the meeting at 12:34 p.m, Ayes- 3 Nays- 0 meeting adjourned.

Attest:

\_\_\_\_\_  
Dan McComb, Mayor Pro Tem

\_\_\_\_\_  
Jessica Alley, City Clerk

Super Board Meeting  
December 7, 2023

Members from Mills County, Glenwood Community School District and Glenwood City Council met for the Super Board Meeting on Thursday, December 7, 2023 at the Mills County Courthouse Boardroom at 6:00 p.m. In attendance were: Mills County Supervisor Lonnie Mayberry, Glenwood School District Board Member Tony Winton, Superintendent Dr. Devin Embray, CFO Tim Reinert, City Council Members Jeremy Rodman and Dan McComb, City Administrator Amber Farnan, Library Director Tara Painter and guest: Brandon Davis

Super Board meetings are typically held once a quarter and are intended as informal conversations between the three taxing entities: Glenwood Schools, Mills County & City of Glenwood. Quorums may be present, but no action is taken at these meetings.

Dr. Embray clarified an error that was reported in the OT regarding revenue bond payments, the OT stated the auxiliary gym and athletic complex revenue bond payments were \$2.1 million, however, those two projects make up approx \$450,000 of the \$2.1 million of annual expenses paid for with state SAVE fund sales tax revenue allocations.

School board is reconsidering the possibility of staying on the GRC campus. The GRC task force is unsure if they can support the administration building after the State leaves the campus. The costs to move the admin building off of the power plant and run new water/sewer lines is very high. Looking for other options around the district including the possibility of a prefab building on existing school property. Assessing the bond issue and fine tuning it to bring it back to voters in November of 2024, looking at ways to fund Kid's Place building outside of the bond.

Concerns on staffing at GCSD and schools around the state, currently the state is reporting a shortage of around 1,000 teachers, and over 800 teacher positions are being filled by not "fully qualified" teachers, these numbers do not include support staff, bus drivers or substitute teachers. GCSD is requesting City, County and other local leaders to reach out to their legislators to ensure schools get the funding they need to stay solvent.

Farnan discussed several street projects around the city. 6th St West of Elm is set to open on Friday, December 8, 2023. Locust St. north from Sharp to N. Hazel bids will be discussed at the 12.12.2023 Council meeting, construction may not start until September 2024. Looking at Redbud Ave for possible repairs/replacement. Fairview creekbed to be stabilized, GCSD and the City will be adding a sidewalk to connect Fairview Dr to the Middle School.

Mayoral vacancy and appointment process was discussed. The City has 60 days from resignation to appoint or have a special election to fill the vacancy. Council voted to fill the vacancy by appointment, the public can petition for a special election within 14 days of appointment. Captain Martin w/police department is retiring at the end of the year and an officer is resigning. PD is seeking to fill the 2 positions.

Mayberry discussed the partnership with the City to bring fiber into city limits. Both parties are contributing \$250,000 to this project. Western IA Networks has already run fiber throughout Mills County, Glenwood is the last area in the County without access to fiber.

Discussed Sheriff's resignation and their appointment process, they have 40 days to appoint or hold a special election, unless a petition is brought by the public. Have several jailer and deputy position openings.

BOS will be donating LOST funds to the pickleball club to run a water line to the pickleball courts on Vine St.

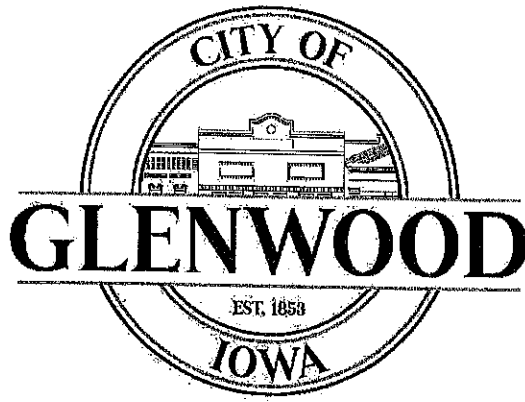
They repaired parts of the sidewalk around their property.

Discussed the trails project, bridges are being repaired and should be placed this spring over Keg Creek. The School constructed a 20x40 greenhouse, will be used by FFA and for some HS courses.

Director Painter discussed the Library's water damage in basement, their ramp and the vestibule that was damaged by a vehicle. Looking to add an elevator at the Library for better accessibility. Working on securing funds and partnerships for this project.

The next Super Board Meeting will be held at City Hall on March 7, 2024 at 6:00 p.m.

Meeting ended at 7:45 p.m.



December 12, 2023

Iowa Economic Development Authority  
1963 Bell Ave  
Des Moines, IA 50315

RE: CDBG-DR New Housing Contract Extension

To Whom it May Concern,

The 2019 CDBG-DR New Housing Grant for 19-DRH-008, Burr Oak Apartments, was granted an extension to December 31<sup>st</sup>, 2023, when it became known that the electrical connector would not arrive until after April 2023.

This project specific part continues to be delayed and now expected to be shipped by December 28<sup>th</sup>, 2023. Due to this delay, no units have been able to be contracted since no anticipated move in date can be provided. The developer, Travis Overhue, has requested an additional extension to June 30<sup>th</sup>, 2024.

Thank you,

Amber Farnan

***Amber Farnan***

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717



December 12, 2023

Iowa Economic Development Authority  
1963 Bell Ave  
Des Moines, IA 50315

RE: CDBG-DR New Housing Contract Extension

To Whom it May Concern:

The 2019 CDBG-DR New Housing Grant for five of the infill projects, including:

- 19-DRH-002 at 308 N Hazel
- 19-DRH-004 at 408 N Myrtle
- 19-DRH-006 at 306 N Locust
- 19-DRH-007 at 1001 N Linn
- 19-DRH-016 at 110 Nuckolls

are in finishing stages and the developers are processing applications for these rental units.

However, due to the holiday season and any unforeseen delays for remaining materials or processing and finalizing applications, the developers are requesting an extension to April 30<sup>th</sup>, 2024. This would be an additional four months for projects on Hazel, Myrtle, Locust, and Linn; and an additional two-month extension for the project on Nuckolls.

Thank you,

Amber Farnan

***Amber Farnan***

City Administrator/Finance Director  
[amber.farnan@cityofglenwood.org](mailto:amber.farnan@cityofglenwood.org)

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717

COPY

**CITY OF GLENWOOD  
OFFICE OF THE MAYOR  
CERVICAL HEALTH AWARENESS MONTH PROCLAMATION**

- WHEREAS,** Cervical cancer is a disease that strikes over 14,100 American women each year; and
- WHEREAS,** Cervical cancer most often affects women in the prime of life; and
- WHEREAS,** Regular cervical cancer screening tests are effective in detecting the disease early when it can be effectively treated; and
- WHEREAS,** Cervical cancer disproportionately impacts vulnerable communities lacking access to health care and proven life-saving tools; and
- WHEREAS,** Cervical cancer vaccines are available that together with screening tests provide a formidable and effective means of preventing this disease; and
- WHEREAS,** Increasing awareness among patients and healthcare providers alike regarding the best use of these prevention tools is a key component is safeguarding women's health;

**NOW, THEREFORE,**

I, Dan McComb, Mayor Pro Tem of Glenwood, Iowa do hereby proclaim January as Cervical Health Awareness Month and encourage all our citizens to recognize that cervical cancer is preventable, and to encourage and support the women in our lives in taking charge of their health and availing themselves of the tests and vaccines that have proven so effective in preventing cervical cancer. We have the means to prevent this disease; it is incumbent on all of us to ensure we have the will to do so.

**IN WITNESS WHEREOF,**

I have affixed my signature and cause the seal of the City of Glenwood to be affixed hereto this 12<sup>th</sup> Day of December, 2023.

\_\_\_\_\_  
Dan McComb, Mayor Pro Tem

\_\_\_\_\_  
Attest: Jessica Alley, City Clerk

The Board of Supervisors met on this 1st day of December 2023, at the Mills County Courthouse in Glenwood with Supervisors Lonnie Mayberry, Richard Crouch and Carol Vinton present. The meeting opened with the Pledge of Allegiance.

Motion by Crouch, seconded by Vinton to approve the Consent Agenda and Minutes from November 28, 2023. Motion carried on vote: Ayes: 3, Nays: 0

Visitors for the meeting were: Sharon McNutt, Neal Grabow, Nancy Lincoln, Nancy Bristow, Roger Craig, Barb Dilworth, Maxine Woods, Karen Spahn, Justin Spahn, Joyce Rockwell, Jacque Young, Janiece Kinzle, Isacc Chappell, Luke Chappell, Rachel Chappell, Deanna Kuhl, Henry Clark, Jim McCallister, Robert Beebe, Paul Hathaway, Phyllis Boyer and Chad McCallister.

Motion by Vinton, seconded by Crouch on Board's intent to fill the Sheriff vacancy by appointment. BOS will publish intent to fill the vacancy per Iowa Code 69.14A. Motion carried on vote: Ayes: 3, Nays: 0

Josh England, Interim Sheriff, was present for his scheduled meeting. Motion by Vinton, seconded by Crouch to approve the rehiring of Claire O'Donnell as a part time Detention Officer having passed all preemployment screening, with a beginning salary of \$22.46/hr. with no County benefits. Motion passed on vote: Ayes: 3, Nays: 0

Motion by Crouch, seconded by Vinton to accept the resignation of Lieutenant Ryan Pittman who has accepted the Police Chief position in Winterset. Pittman's last day will be December 18, 2023. Motion carried by vote: Ayes: 3, Nays: 0

Motion by Vinton, seconded by Crouch to approve the advertising to hire a new deputy. Motion carried on vote: Ayes: 3, Nays: 0

Jacob Ferro, County Engineer, was present for the scheduled meeting. Motion by Vinton, seconded by Crouch to approve the signing of the 400 ST Bridge Plans. Letting will begin March 19<sup>th</sup>. Motion carried by vote: Ayes: 3, Nays: 0

Motion by Vinton, seconded by Crouch to approve hiring of Kevin Mayberry as Assistant County Engineer having passed all preemployment screenings, beginning December 6, at an hourly salary of \$40/hr. with full benefits and a 6-month probation. Motion carried on vote: Ayes: 2, Nays: 0 Mayberry abstained

Motion by Crouch, seconded by Vinton to approve the hiring of Austin Fredrickson as a Laborer/Truck Driver having passed all preemployment screening beginning December 13, at \$20.55/hr. per the Union Contract. Motion carried on vote: Ayes: 3, Nays: 0

Shawwna Silvius, MAPA, and Kattie Lewis, SWITCH, arrived for their scheduled meeting. Silvius and Lewis were asking for support for the Career & Technical Education Center. With this support letter more opportunities for grants which will add more trainings able to be offered at their location. HVAC, Heavy Equipment Training, Construction Technology, CDL testing site, and Certified Nursing Assistant are just a few. Motion by Crouch, seconded by Vinton approved the Chair to sign the Southwest Iowa Technical Career Hub (SWITCH) as a Career and Technical Education Center (CTE) in Mills County, letter of support. Motion carried on vote: Ayes: 3, Nays: 0

Andrew Welch, Mills County Soil and Conservation and Chuck Allen, Commissioner were present for their scheduled appointment. Due to a county requirement for erosion control for subdivisions they have been asked to undertake the task for local contractors. They no longer have an engineer on staff and have to send all their requests and information to Des Moines for Engineering approval. They are suggesting being removed from the process, since the Iowa Code requires them to go through the process at the State level already. Henry Clark, contractor, was present and stated he would like to have specifications on specific needs from the State. Chad McAllister, resident, stated that he has already felt an impact of low water pressure at his house and is worried about the impact of additional wells and septs in the same location.

Jill Ford, County Treasurer, arrived for her meeting. Motion by Vinton, seconded by Crouch to approve Resolution 23-49.01 **Open-end Abatement Drainage Tax Penalty for September 2023**. Motion carried on roll call vote: Mayberry: Aye, Crouch: Aye, Vinton: Aye



**Open-end Abatement Drainage Tax Penalty for September 2023**

The Mills County Board of Supervisors sitting in session on this 5th<sup>th</sup> day of December 2023 upon recommendation from the Treasurer and as per Senate file 478 and IA Code 445.16 shall abate the taxes, interest and penalties on the following described property and direct the County Treasurer to strike the amount due from the County system:

Name	Parcel#	Penalty Amount
Shannon, Patrick M & Laurie A	027210690000000	\$1.00

Total amount of abatement of penalties is \$1.00 at this time.

DeShawne Bird-Sell returned for her scheduled meeting. Motion by Crouch, seconded by Vinton to approve hiring of John Pfeiffer as Assistant County Attorney having passed all preemployment screening and testing. He will begin December 6 at a salary of \$75,000 per year. Motion carried on vote: Ayes: 3, Nays: 0

Motion by Mayberry, seconded by Vinton to approve up to \$2800 from LOST funds towards a water pipe to a hydrant at the Pickle Ball Courts. Motion carried on vote. Ayes: 2, Nays: 1 Crouch

Motion by Crouch, seconded by Mayberry to approve hiring Part-time Shredder with Nishna Productions for 2 hrs. per week. Motion carried on vote. Ayes: 3, Nays: 0

Ami Petersen, County Auditor, was there for her scheduled meeting. Motion by Crouch, seconded by Vinton to approve the signing of the Completed Cost Allocation Plan FY2023. Motion carried on vote: Ayes: 3, Nays: 0

There being no further business to come before the Board, they adjourned to meet on Tuesday, December 12, 2023.

\_\_\_\_\_  
Lonnie Mayberry, Chair

ATTEST:

\_\_\_\_\_  
Ami Petersen, Auditor

RESOLUTION #3659

RESOLUTION ATTESTING THE PROPER PROCEDURES FOLLOWED BY THE  
GLENWOOD MUNICIPAL UTILITIES BOARD FOR ADOPTING BUDGET FOR CY 24

WHEREAS, Glenwood Municipal Utilities is organized, existing and operating in accord with Chapter 388 of the Iowa Code and the Glenwood Municipal Utilities Board of Trustees has adopted and approved an annual budget for the calendar year ending December 31, 2024; and

WHEREAS, Section 384.2 of the Iowa Code provides that the City Council must approve, by resolution, the annual utility budget; and

WHEREAS, in conformity with Iowa law, the City of Glenwood has reviewed the procedural adoption and approval by the Glenwood Municipal Utilities Board for the Glenwood Municipal Utilities annual calendar budget ending December 31, 2024, for compliance with applicable notice and procedural laws and regulations and finds that the same has been duly complied with.

IT IS THEREFORE RESOLVED BY THE CITY OF GLENWOOD AS FOLLOWS:

After necessary review, the City of Glenwood hereby attests that the Glenwood Municipal Utilities Board of Trustees has procedurally complied with all applicable laws for the adoption, publication, hearing notices, and public hearing requirements concerning the approval of its calendar budget ending December 31, 2024. The City of Glenwood hereby approves said calendar budget of the Glenwood Municipal Utilities for the calendar year ending December 31, 2024.

DULY PASSED AND APPROVED THIS 12th DAY OF DECEMBER 2023.

---

Mayor Pro Tem, Dan McComb

Attest:

---

City Clerk, Jessica Alley

## ADOPTED BUDGET CERTIFICATE

To: Glenwood City Council

At a meeting of the Glenwood Municipal Utilities Board of Trustees, held after public hearing as  
(Governing Board)  
required by law, on 12/6/2023, the proposed budget for Calendar Year 2024  
(xx/xx/xx) (specify fiscal or calendar and year)  
was adopted as summarized and attached hereto.

Telephone

Area Code 712-527-4868

Dave Malcom

Utilities Superintendent

(signature)

(title)

Address 7 North Vine Street

Glenwood, Iowa 51534

### Record of Public Hearing and Adoption of Budget:

On 12/6/2023, the Glenwood Municipal Utilities Board of Trustees met for the purpose  
(xx/xx/xx)  
of conducting a public hearing on the proposed 2024 budget as published. Notice of time and place of  
(specify fiscal or calendar and year)  
hearing had been published on 11/22/2023 in the Glenwood - Opinion Tribune and the affidavit of publication  
(xx/xx/xx) (newspaper)  
was available to file, with a copy to the City Council.  
The budget estimate was considered and GMU customers and residents heard for and against said estimate were as follows:  
No Comments.

After giving opportunity for all desiring to be heard, the Utilities Board adopted the following budget resolution # **709-23**  
A RESOLUTION adopting the BUDGET for 2024 YEAR ENDING 12/31/2024 BUDGET  
(specify fiscal or calendar) (xx/xx/xx)

BE IT RESOLVED by the Glenwood Municipal Utilities Board : The budget for 2024  
(specify fiscal or calendar)  
ending 12/31/2024 as set forth in the Adopted Budget Summary and in the detailed budget in support thereof show-  
(xx/xx/xx)  
ing the estimated revenues and expenditures for said budget year in accordance with the summary and detail as adopted.

Passed and approved on, 12/6/2023 by the following vote: (list names)  
(xx/xx/xx)

Ayes: Doug Meggison  
Vonnie Esterling  
Tina Stouder  
Dick Davis  
Lonnie Mayberry

Nays: None

Absent: \_\_\_\_\_

Doug Meggison  
(signature)

(title)

Doug Meggison

Chairperson

Wendy Ensley  
(signature)

(title)

Wendy Ensley

Executive Secretary

# ADOPTED BUDGET SUMMARY

CALENDAR YEAR 2024 YEAR 2024

GLENWOOD MUNICIPAL UTILITIES  
NAME OF ENTERPRISE

(specify fiscal or calendar year budget)

Budget Re-Estimated Actual  
Cal.Yr. 2024 CY 2023 CY 2022

(specify budget years)

## REVENUES & OTHER FINANCING SOURCES

Use of Money and Property	241	50,940	271	43,520	301	4,943
Charges for Services	243	3,398,875	273	2,780,441	303	3,181,833
Miscellaneous	245	1,797,948	275	1,735,156	305	2,484,753
Operating Transfers In	247		277		307	
Proceeds of Long Term Debt	248		278		308	
Proceeds of Fixed Asset Sales	249		279		309	
Total Revenues & Other Financing Sources	250	5,247,763	280	4,559,117	310	5,671,529

## EXPENDITURES & TRANSFERS OUT

Expenditures	255	2,574,486	285	2,488,533	315	2,230,966
Transfers Out	259		289		319	
Total Expenditures & Transfers Out	260	2,574,486	290	2,488,533	320	2,230,966

## Excess of Revenues & Other Sources

Over (Under) Expenditures & Transfers Out	261		291		321	
BEGINNING Fund Balance	262	7,510,120	292	5,439,536	322	1,971,973
ENDING Fund Balance	263	10,183,397	293	7,510,120	323	5,439,536

## RESOURCES DETAIL

CALENDAR YEAR 2024  
(Specify if budget is fiscal or calendar year)

(Specify budget years)	Budget Cal. Yr. 2024	Re-Estimated CY 2023	Actual CY 22
Beginning Fund Balance, Jan. 1	390	7,510,120	5,439,538
Use of Money & Property	398	50,940	43,520
Charges for Services:	411		
Hospital	404	1,622,750	1,506,410
Water	405	1,776,125	1,274,031
Sewer	406		
Electric	407		
Gas	414	3,398,875	2,780,441
Total Charges for Services	416	1,797,948	1,735,156
Miscellaneous	417		
Other Financing Sources:	418		
Operating Transfers In	419		
Proceeds of Long Term Debt	421	12,757,883	9,998,653
Proceeds of Fixed Asset Sales			
Total Resources			7,643,502

## REQUIREMENTS DETAIL

CALENDAR YEAR 2024  
(Specify if budget is fiscal or calendar year)

(Specify budget years)	Budget Cal. Yr. 2024	Re-Estimated CY 2023	Actual CY 22
Expenditures:	338		
Hospital	360	1,411,652	1,222,815
Water	357	1,162,834	981,151
Sewer	361		
Electric	362		
Gas	386	2,488,533	2,203,966
Total Expenditures:	387		
Transfers Out	388	10,183,397	5,439,536
Ending Fund Balance	389	12,757,883	7,643,502
Total Requirements			

# BUDGET AMENDMENT AND CERTIFICATION RESOLUTION

To: Glenwood City Council

At a meeting of the Glenwood Municipal Utilities Board of Trustees, held after public hearing as  
(Governing Board)  
required by law, on 12/6/2023, the proposed budget for Calendar Year 2023  
(xx/xx/xx) (specify fiscal or calendar and year)  
was adopted as summarized and attached hereto.

Dave Malcom

Telephone

Area Code 712-527-4868

Utilities Superintendent

(signature)

Address

7 North Vine Street

Glenwood, Iowa 51534

## Record of Public Hearing and Adoption of Budget Amendment:

On 12/6/2023, the Glenwood Municipal Utilities Board of Trustees met for the purpose  
(xx/xx/xx)  
of conducting a public hearing to amend the Calendar Year 2023 budget as published. Notice of time and place of  
(specify fiscal or calendar and year)  
hearing had been published on 11/22/2023 in the Glenwood - Opinion Tribune and the affidavit of publication  
(xx/xx/xx) (newspaper)  
was available to file, with a copy to the City Council.  
The budget amendment was considered and taxpayers and residents heard for and against said estimate were as follows:  
No Comments.

After giving opportunity for all desiring to be heard, the Board adopted the following budget resolution # **713-23**:

A RESOLUTION ADOPTING THE AMENDMENT TO Calendar YEAR ENDING 12/31/2023 BUDGET  
(specify fiscal or calendar) (xx/xx/xx)

BE IT RESOLVED by the Glenwood Municipal Utilities Board; The budget for Calendar Year  
(specify fiscal or calendar)  
ending 12/31/2023 as set forth in the Adopted Budget Summary and in the detailed budget in support thereof showing  
(xx/xx/xx)  
the estimated revenues and expenditures for said calendar year is accordance with the summary and detail as adopted.

Passed and approved on, 12/6/2023 by the following vote: (list names)  
(xx/xx/xx)

Ayes: Doug Meggison  
Lonnie Mayberry  
Vonnie Esterling  
Dick Davis  
Tina Stouder

Nays: None

Absent: \_\_\_\_\_

Doug Meggison  
(signature)

Doug Meggison

(title)  
Chairperson

Wendy Ensley  
(signature)

Wendy Ensley

(title)  
Executive Secretary

**RESOLUTION 3660**

**RESOLUTION ESTABLISHING THE POLICY FOR PAYMENT OF CLAIMS DUE TO  
THE CANCELLATION OF THE SECOND CITY COUNCIL MEETING IN  
DECEMBER 2023**

**WHEREAS**, the Glenwood City Council meets on the second and fourth Tuesdays of each month, and

**WHEREAS**, the fourth Tuesday in December 2023 is on a city recognized Holiday, and

**WHEREAS**, the City Council is unable to schedule a second meeting for the month, and

**WHEREAS**, certain warrants are required to be paid including those that would incur fees or penalties, and routine bills, and

**WHEREAS**, this is a one-time action. Claims will be reviewed by the City Clerk. Claims will be approved for payment by the City Administrator/Finance Director. No claims over \$5,000.00 will be paid without Council approval unless a fee or penalty will be assessed. Claims that are approved for payment will be paid on December 27, 2023, and

**WHEREAS**, all claims paid on December 27, 2023 will be on the City Council Claims list on January 9, 2024 for Council review and consideration and will be published in the next list of claims in compliance with standard policy.

**NOW, THEREFORE, BE IT RESOLVED** by the Glenwood City Council that claims can be paid on December 27, 2023 in compliance with the terms of this resolution and compliance with standard claim payment procedures.

**APPROVED AND ADOPTED** this 12th day of December, 2023.

\_\_\_\_\_  
Mayor Pro Tem, Dan McComb

Attest:

\_\_\_\_\_  
City Clerk, Jessica Alley



### **Notice of Intent to fill Mayor Vacancy by Appointment**

To the Electors of the City of Glenwood, Iowa:

You are hereby notified that the City Council of the City of Glenwood, Iowa, has a vacancy of the Mayor seat. The office of the mayor's seat expires December 31, 2025, and is vacant as of November 28, 2023, pursuant to Section 69.2, Code of Iowa.

You are further notified that pursuant to section 372.13(2) of the Code of Iowa, the Council has elected to fill the vacancy by appointment, but the electors of the City have the right to file a petition requiring that the vacancy be filled by a special election. Petition must be filed within fourteen (14) days of this notice.

The appointment shall be for the period until the next pending election, as defined in Section 69.12, Code of Iowa.

The Council will make the appointment to fill the vacancy at the regularly scheduled council meeting on January 9, 2024 at 7:00 p.m. at Glenwood City Hall. The appointment will become effective immediately and will expire December 31, 2025.

Eligible electors of the City of Glenwood, Iowa, wanting to be considered for appointment should submit a request in writing or email to the city clerk's office by 12:00 p.m. January 3, 2024.

*Amber Farnan*

City Administrator/Finance Director  
amber.farnan@cityofglenwood.org

5 N. Vine Street  
Glenwood, IA 51534  
(712) 527-4717





**TITLE: CITY CLERK**

**DEPARTMENT: GLENWOOD CITY HALL**

**REPORTS TO: CITY ADMINISTRATOR, AND MAYOR**

**FLSA: NON-EXEMPT**

## **JOB SUMMARY**

Under the supervision of the City Administrator, this position performs responsible administrative duties. The City Clerk is the official custodian of municipal documents and is responsible for various city records. The employee has a substantial amount of public contact regarding the furnishing of information concerning city ordinances and policies. Work assignments are prescribed in Iowa State Statutes and City of Glenwood Ordinances, and received from the City Administrator, the governing body, and citizen requests. The City Clerk handles confidential documents. The position provides support and/or oversees the areas of policy review, hiring/recruiting, and payroll. The City Clerk maintains all personnel records according to the city, state, and Federal guidelines. The City Clerk is expected to exercise considerable independence and personal discretion in conforming with City ordinances and policies.

## **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

1. Attend City Council meetings, prepare agendas, write, and publish minutes and other documents as needed, and maintain records of all meetings for City Council.
2. Codify, distribute, maintain, index, and authenticate original copies of all city ordinances, resolutions, and laws.
3. Administer the City's record management program to ensure that records retention and destruction programs are following established federal, state, and local policies, procedures, and regulations. Support the development and implementation of new and improved record retention systems and procedures. Provide consultation and assistance to department heads in developing short and long-range record management goals.
4. Serve as the City's Custodian and central point of contact for all records and adhere to all requirements.
5. Track, update, and maintain the City's contract, grant, easements, and other city agreements.
6. Update and maintain the City's website, and social media websites.
7. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee, and City information and records.

8. Assists in the development of city employment policies, and procedures, and coordinates with department heads on new employee orientation.
9. May prepare or assist in the drafting of proclamations, resolutions, and ordinances as instructed.
10. Maintains ordinance books, resolutions, proclamations, municipal code book, and current office name lists.
11. Maintains records of membership on municipal boards and commissions and term expiration dates.
12. Drafts and prepares letters for special occasions, liquor, tobacco (etc.) license requests.
13. Serves as the City's designated election official and administers official oaths.
14. Provides administrative support to all City Boards, Planning Department, Legal Department, City Administrator, and other City officials as needed.
15. Manage and process payroll/reconcile ledgers bi-monthly.
16. Prepare and post to website Park Board, Cemetery Board, Board of Adjustment, Tree Board, and P&Z Agendas/Minutes; Type Cemetery Minutes and communicate with Board members as needed.
17. Designee to distribute open records requests.
18. Assist with planning and zoning permits as needed.
19. Maintains custody of the common seal of the city and shall affix the common seal of the city to all public instruments and official acts of the mayor which by law or ordinance are required to be so attested.
20. Assist with processing IPERS, 941, Sales Tax, and Workers Compensation reports and payments.
21. Manage Accounts Payables bi-monthly.
22. Collects payments by accepting cash, check, or charge payments.
23. Collate and distribute all incoming e-mails/mail to the appropriate staff.
24. Create and manage pool memberships; purchase or coordinate purchases with Pool Manager concession/operating supplies.
25. Create Park Shelter and Camp Reservations as needed.
26. Answer multiple-lined phones and transfer.
27. Receive, balance, and prepare payments for bank deposits.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

1. Operational characteristics, services, and activities of a City Clerk's Office.
2. Modern municipal administrative methods and procedures, organizations, and functions.
3. Principles of supervision, training, and performance evaluation.
4. Research techniques, sources and availability of information, and methods and principles of report presentation.
5. Rules and regulations governing local municipal elections.

## **Skills**

1. Handle stress effectively without it interfering with performance.
2. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
3. Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
4. Communicate clearly and effectively, both orally and written.
5. Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.

## **Abilities**

1. Plan, organize, direct, and participate in the services and activities of the City Clerk's Office.
2. Participate in the development and administration of department goals, objectives, and procedures.
3. Assist in the Preparation and administering of City budgets.
4. Identify and respond to community and City Council issues, concerns, and needs.
5. Interpret and apply federal, state, and local policies, laws, and regulations.
6. Attend evening or weekend meetings as required.
7. Implement and maintain automated record keeping systems.
8. Establish and maintain highly effective working relationships with the Mayor, City Council members, other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work.

## **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

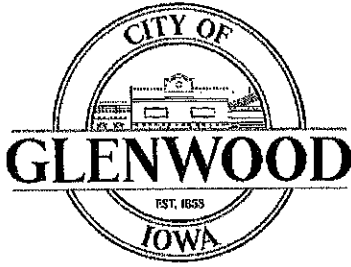
While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, and type; reach with hands and arms; talk or hear for long periods of time. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include the ability to view computer screens for long periods of time, and work in florescent light conditions. The noise level in the work environment is usually moderate to low.

## **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

- High school diploma or equivalent

## **PREFERRED EDUCATION/EXPERIENCE/CERTIFICATION**

- Associates or Bachelor's degree in Accounting, Administration, or Business. 5+ years of office administration experience.
- Intermediate experience in Google Docs, and Microsoft Office.



**TITLE: CITY ADMINISTRATOR/ FINANCE DIRECTOR**  
**DEPARTMENT: GLENWOOD CITY HALL**  
**REPORTS TO: MAYOR AND CITY COUNCIL**  
**FLSA: EXEMPT**

## **JOB SUMMARY**

The City Administrator/ Finance Director is appointed by the City Council and serves at their direction to oversee the day-to-day business of the City and act as the Council's chief policy adviser. The City Administrator/ Finance Director is responsible for the administration of all affairs and business of the City in accordance with State law and City ordinances. This includes oversight of all departments and employees, preparing and administering the annual budget, and reporting to the City Council on the financial and administrative affairs of the city. The City Administrator/ Finance Director handles confidential documents. The position provides oversight of the areas of policy review and hiring/recruiting. The City Administrator is expected to exercise considerable independence and personal discretion in conforming with City ordinances and policies.

## **ESSENTIAL JOB FUNCTIONS**

*The statements below are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*

1. In conjunction with Department Heads, develop strategic plans and economic forecasts for the City prioritizing projects, activities, and create short-term and long-term improvement plans and recommendations.
2. Supervise enforcement and execution of the municipal code, policies, and council directives and to have general supervision and direction of the administration of the city government.
3. Supervise and direct the official conduct of all non-elective officers, departments, and employees of the City.
4. Supervise the construction, improvement, repair, maintenance and management of all City property, capital improvements and undertakings of the City, except as provided by the City Council in a separate agreement.
5. Serves as a liaison for the City with the Mayor, City Council members, City attorney, bond council, engineering firms, auditing firms, government agencies, board members, community groups, and local businesses to the functions of a City.

6. Ensure that all inquiries from the general public including City economic development, citizen complaints, and other requests for city services or information are given priority and responded to by appropriate department heads or take action as necessary.
7. Actively participate as the City representative in labor negotiations and grievances.
8. Employ, reclassify, discharge, or suspend any officer, appointee, or employee whom the administrator has power to appoint or employ, subject to Iowa Code Chapter 35(C) if applicable.
9. Manage investigations into the affairs and conduct of any department, agency, officer, or employee as is necessary or desirable or as so directed by the City Council.
10. Prepare and submit the annual operating budget including developing tax levies, improvement plans, recommending adjustments, determining financial controls, and record keeping.
11. Prepare and file Street Finance Report, Annual Financial Report, Urban Renewal Report, Debt Obligation Report and any other State or Federal required reports.
12. Supervise City Hall staff and daily operations of payroll, accounts payable/accounts receivable.
13. Oversee and monitor expenditures and receipts for accuracy and in accordance with the budget; maintain appropriate records of City funds.
14. Reconcile Bank statements monthly.
15. Monitor all bank accounts and deposits in the amounts not to exceed depository limits for every appropriation, department, public improvement or undertaking pursuant to state law.
16. Oversee monthly and annual trial balances, journal entries, monthly expenditures, and account adjustments.
17. Prepare and present to the Council monthly financial statements and budget reports, budget projections and statements on current expenditures.
18. Make recommendations to the City Council regarding capital financing options, cost/benefit analysis, computer support, accounting, investment and debt servicing options, new revenue sources and suggest management practices to make City government more efficient.
19. Assist with the Safety Coordinator in implement City's risk management program including safety, worker's compensation, property, auto and general liability; establish appropriate strategies for ensuring sufficient coverage at reasonable cost; implement processes for reducing City liability.
20. Attend all City Council meetings, occasional board meetings, conferences and training as needed or required to stay informed of municipal changes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge**

1. Public finance, accounting, budgeting, payroll, and risk management.
2. Forecasting, cash flow analysis, cash management, and investment strategies.

3. Understanding strategic and capital planning processes.
4. Tax funds, tax laws, special tax districts, debt management and debt capacity.
5. Modern municipal administrative methods and procedures, policy, organizations, and functions.
6. Principles of supervision, training, and performance evaluation.
7. General federal and state rules and regulations relating to municipal government.
8. Research techniques, sources and availability of information, and methods and principles of report presentation.

### **Skills**

1. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
2. Manipulate complex mathematical equations to plan and manage the City's Budget
3. Work independently, meet deadlines, and make decisions on procedural matters.
4. Preparing and giving presentations; ability to effectively communicate financial and technical data
5. Create and maintain accurate permanent records.
6. Communicate clearly and effectively, both orally and written.
7. Handle stress effectively without it interfering with performance.
8. Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.

### **Abilities**

1. Participate in the development and administration of department goals, objectives, and procedures.
2. Identify and respond to community and City Council issues, concerns, and needs.
3. Interpret and apply federal, state, and local policies, laws, and regulations.
4. Attend evening or weekend meetings as required.
5. Establish and maintain highly effective working relationships with the Mayor, City Council members, other elected and appointed officials, committee members, department directors and managers, staff, residents, representatives of civic and community groups, the media, the public, and others encountered in the course of work.

### **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle, and type; reach with hands and arms; talk or hear for long periods of time. The employee must occasionally lift and /or move up to 25 pounds. Specific vision abilities required by this job include the ability to view computer screens for long periods of time, and work in florescent light conditions. The noise level in the work environment is usually moderate to low.

## **REQUIRED EDUCATION/EXPERIENCE/CERTIFICATION**

- High school diploma or equivalent.
- Associates degree in Accounting, Public Administration, Business, **or** 5 years of administrative, financial management and supervisory experience in municipal government with a population of 3,000 or more.
- Must work towards and obtain a Certified Municipal Clerk Certification within 3 years and must work towards and obtain a Certified Municipal Finance Officer Certification within 5 years of the position being offered. (If an individual already has a Certified Municipal Clerk Certification, then the requirement changes to 3 years to obtain Certified Municipal Finance Officer Certification).
- Must possess a valid driver's license.

## **PREFERRED EDUCATION/EXPERIENCE/CERTIFICATION**

- Bachelor's or Master's degree in Accounting, Public Administration, or Business.
- Intermediate experience in Google Docs, and Microsoft Office.



**North Central Emergency Vehicles**

3800 W Cavalry Court  
Lincoln, NE 68528  
(402) 650-4616

# QUOTATION

12/5/2023

**Bill To:**

Glenwood Fire and Rescue  
120 S Walnut St  
Glenwood, IA 51534

Quote #:

GlenwoodSW

Prepared By:

Anderson

Description	Unit Price
Osage Super Warrior, Ford F-550, Diesel, 4x4 as proposed (chassis price estimated)	\$305,730.00
OPTIONS:	
Upgrade All Emergency and Scene Lighting to Whelen M-Series (Recommended)	\$3,325.00
Buell Dual Air Horns	\$2,700.00
Vista Control Screens Upgrade - In Lieu of Push Buttons	\$4,000.00
COMPX Lock Installed on Cabinet Door	\$570.00
All Arc Bumper/Grill Guard	\$4,095.00
Chevron Around Rear Doors	\$1,860.00
Belitline Graphic Only - Customer To Do Lettering Locally	\$1,200.00
Federal EQ2B Siren	\$2,980.00
Stryker PowerLoad (2024 Pricing)	\$29,500.00
Stryker PowerPro 2 Cot, Spare Battery, and Charger (2024 Pricing)	\$33,869.00
<i>*Third Party Stryker Products subject to prepay for price protection - will be invoiced at cost at time of delivery</i>	

Notes:

Total

**\$389,829.00**

With Power  
cot

Product quotes are subject to change. Purchase price will be published price list on the date of order acceptance by customer

FORCE MAJEURE \*Company shall not be liable or responsible to Purchaser, or be deemed to have defaulted or breached these Standard Terms and Conditions, for any failure or delay in fulfilling or performing any of these Standard Terms and Conditions when and to the extent such failure or delay is caused by or results from acts or circumstances beyond the reasonable control of Company including, without limitation, acts of God, flood, fire, earthquake, explosion, governmental actions, war, invasion or hostilities, terrorist threats or acts, riot or other civil unrest, national emergency, revolution, insurrection, epidemic/pandemic, telecommunication breakdowns, power outage, lockouts, strikes or other labor disputes (whether or not relating to either party's workforce), restraints or delays affecting carriers, inability or delay in obtaining chassis from an original equipment manufacturer or other supplies of adequate or suitable components or materials at reasonable prices."

replace medic 3  
164,212 miles





Type here to search

Entire Mailbox



Options



Sign out

Mail

Calendar

Contacts

Deleted Items (539)

Drafts [2]

Inbox (87)

Junk Email

Sent Items

Deleted Items (539)

Applications

Jones

Log Rx

Sandry

billing city ambulance

city billing information

david clark headsets

eschedule

matheson

midwest breathing air

Manage Folders...

Reply

Reply All

Forward



Junk

Close

## Osage and North Central Warranty and miscellaneous information

Grant Anderson [nesales@northcentralambulance.com]

**Sent:** Tuesday, December 5, 2023 2:50 PM

**To:** Matt Gray

**Attachments:** OM#19-1-34 I Osage Limited~1.pdf (306 KB)

Chief,

### Warranty:

I have attached the Osage Warranty document. In summary, you are provided a 3 year, 36,000 mile bumper to bumper conversion warranty on the module. The chassis follows the OEM warranty from Ford which is similar with the drivetrain warranty being extended. Electrical warranty is 6 years, 72,000 miles. The aluminum module construction comes with a LIFTETIME warranty that is transferable upon sale or remount. Paint warranty is 5 years, 100,000 miles. Graphics is 3 years, 36,000 miles.

All warranty work can be completed by our dealership, North Central Emergency Vehicles with either our mobile technicians or our service center located just about an hour away from you in Lincoln, NE. Service and warranty work can be coordinated through me, your sales rep, or our Nebraska Service manager at [neservice@northcentralambulance.com](mailto:neservice@northcentralambulance.com). Most work does not require the unit to leave your station as our technicians are completely mobile with all the tools required.

### Payment/Financing:

In order to place an order, all I need from you is a signed purchase agreement. North Central Emergency Vehicles does not require down-payment or any "pay as you go" stipulations. Balance for the ambulance is not due until a satisfactory product is delivered to you.

When dealing with most political subdivisions, it is typically cheaper for them to find financing locally on whatever terms meet the financial situation of your organization. However, we do have a couple of preferred companies we can utilize for financing if that is necessary. Obviously due to the long lead times, those conversations usually don't happen until we get closer to the production of the unit. We connect you directly with the finance organization to deal on the terms of the financing:

- Republic First National - <https://www.republicfirstnational.com/>

**Grant Anderson**

Account Manager – Nebraska/Western Iowa

**North Central Emergency Vehicles**

(402) 650-4616

[nesales@northcentralambulance.com](mailto:nesales@northcentralambulance.com)



Type here to search

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Contacts



Deleted Items (539)



Drafts [2]



Inbox (87)



Junk Email



Sent Items



Deleted Items (539)



Applications



Jones



Log Rx



Sandry



billing city ambulance



city billing information



david clark headsets



eschedule



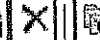
matheson



midwest breathing air



Manage Folders...



## Re: Osage Ambulance Pricing

Grant Anderson [nesales@northcentralambulance.com]

You replied on 12/5/2023 11:29 AM.

**Sent:** Tuesday, December 5, 2023 11:25 AM

**To:** Matt Gray

That is correct. We just moved rolled into the beginning of 2027 with new orders due to the continued demand. So we are looking right at 3 years.

Grant Anderson

Account Manager - Nebraska/Western Iowa

North Central Emergency Vehicles

(402) 650-4616

nesales@northcentralambulance.com

<<mailto:nesales@northcentralambulance.com>>

On 12/5/23, 11:23, "Matt Gray" <[MGray@glenwoodfire.us](mailto:MGray@glenwoodfire.us)> wrote:

Grant,

If an order was placed is it still a 3yr build time as that would work best for us

Thanks

Matthew R Gray

Fire Chief

Glenwood Fire Department

[MGray@glenwoodfire.us](mailto:MGray@glenwoodfire.us) <<mailto:MGray@glenwoodfire.us>>

Cell 712-520-5056

Office 712-527-2093

Fax 712-527-9332

From: Grant Anderson [nesales@northcentralambulance.com]

<<mailto:nesales@northcentralambulance.com>>

Sent: Tuesday, December 5, 2023 11:17 AM

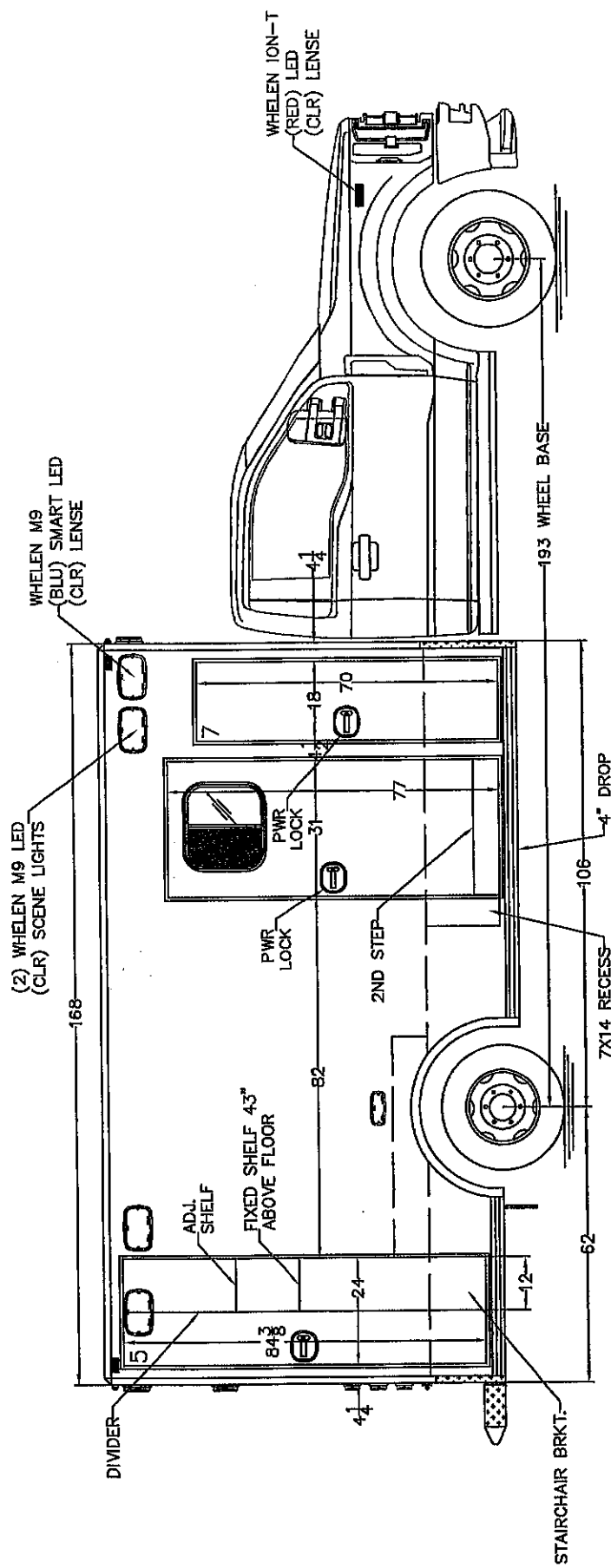
To: Matt Gray

Subject: Re: Osage Ambulance Pricing









NOTES: THIS DRAWING IS NOT TO SCALE.  
CHARACTERISTICS AND DIMENSIONS OF FINISHED PRODUCT MAY VARY.

- NOTES:
- 1.) COMPARTMENT DIMENSIONS REFLECT OPENING CLEARANCE.
  - 2.) APPROXIMATE COMPARTMENT DEPTH=20 1/2" DEEP.
  - 3.) MODULE DIMENSIONS=168"L x 96"W x 93"H
  - 4.) INTERIOR MODULE HEAD ROOM=72"H.
  - 5.) ALL 9x7 LIGHTS TO BE WHELEN M9 SERIES LIGHTS.
  - 6.) DOUBLE STAINLESS THRESHOLDS.
  - 7.) STYROFOAM INSULATION, WALLS & CEILING.

Stock/Job#:	Drawing#	Cust. App'v/Date#	Deal'r App'v/Date:
Osage Dealer:	GLENWOOD-100C		
End Customer:	NORTH CENTRAL		
NOTICE	GLENWOOD		
This drawing and/or the information hereon is the exclusive property of Osage Ambulances and shall not be reproduced, used or disclosed without the authorized written consent of Osage Ambulances.			
3			
2			
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Rev.#	Revision Description	Date	Rev'd App'vd
	BID DRAFT	11-29-23	SAH
	EXTERIOR LAYOUT, CURBSIDE TYPE-I SUPER-WARRIOR	11-29-23	
	Scale:	NOT TO SCALE	Revision#
	Drawn By: S.A.H.	11-29-23	1

Osage Ambulances

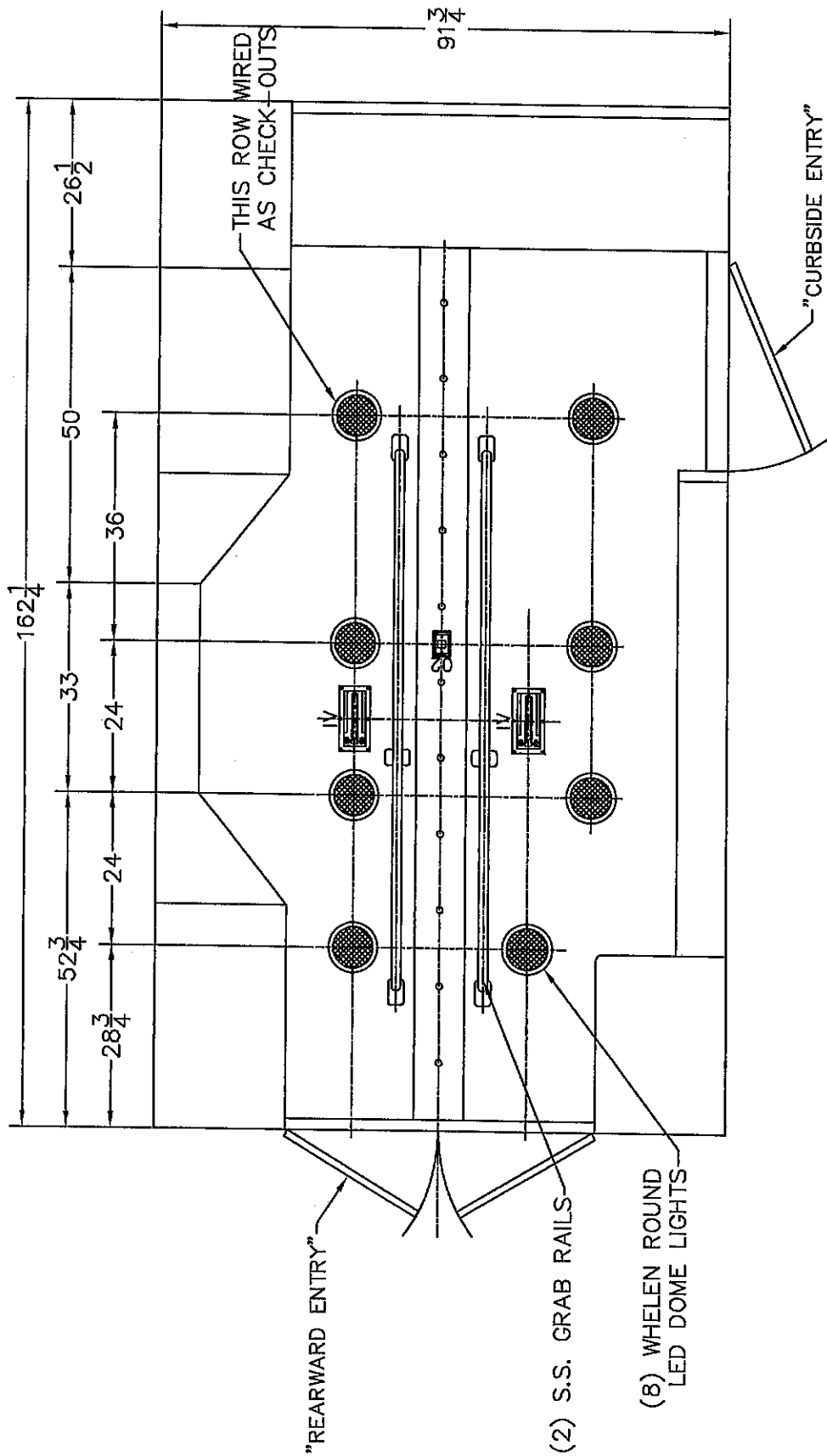












NOTES: THIS DRAWING IS NOT TO SCALE.  
CHARACTERISTICS AND DIMENSIONS OF FINISHED  
PRODUCT MAY VARY.

Stock/Job #:	Drawing #	Cust. App'v/Date#	Deal'r App'v/Date:
Osage Dealer:	GLENWOOD-105		
End Customer:	NORTH CENTRAL		
NOTICE	GLENWOOD		
This drawing and/or the information hereon is the exclusive property of Osage Ambulances and shall not be reproduced, used or disclosed without the authorized written consent of Osage Ambulances.	Drawn By:	Date:	Scale:
	S.A.H.	11-29-23	NOT TO SCALE
	Drawing Description:		Revision#
	CEILING LAYOUT		1
	TYPE-I SUPER-WARRIOR		

Rev.#	Revision Description	Date	Rev'd App'vd
3			
2			
1	BID DRAFT	11-29-23	SAH





Chapter 88: Unmanned Aerial System  
Issue Date: December 6<sup>th</sup>, 2023  
Review Date:  
Revision Date:  
Authorized by: Chief Eric Johansen

# Unmanned Aerial System

## PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

## DEFINITIONS

Definitions related to this policy include:

Unmanned Aircraft System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

Unmanned Aircraft Pilot (Pilot): A person exercising control over a UAV/UAS during flight.

## POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

## PRIVACY

The operational use of unmanned Aircraft System may involve privacy considerations. Pilots and support personnel shall adhere to Federal Aviation Administration (FAA) UAS flight regulations. Pilots shall not record or transmit images of any location or surveil people where a person would have a reasonable expectation of privacy without a warrant or exigent circumstances.

## PROGRAM ADMINISTRATION

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program.

## PROGRAM COORDINATOR

The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Obtaining and maintaining the FAA Certificate of Waiver or Authorization (COA). UAS operation shall only be performed while a current COA is in place for the City of Glenwood, or the pilot is fully licensed to fly by FAA regulations in other air space.
- Ensuring that all authorized pilots and support personnel have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.

## Unmanned Aerial System

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- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during on-going or emerging incidents. Public notification of a UAS deployment should be considered for preplanned events. The notification must be approved by the supervisor in command of the preplanned event.
- Developing operational protocols governing deployment and operation of a UAS which will ensure compliance with certificates of authority or current FAA regulations.
- Developing and maintaining flight logbook records regarding use of the UAS system during a mission. Flight logs will include date and time, location, duration, pilot name and supporting personnel, person authorizing UAS flight, summary of activity performed and outcome.
- Pilots and support personnel shall receive periodic training on federal regulations, operation of the UAS and other updates as needed.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

### **UNMANNED AIRCRAFT PILOT** Unmanned Aircraft Pilot (pilot) responsibilities include:

- Inspection and testing of UAS equipment prior to each deployment to ensure functionality of all equipment and the airworthiness of the aircraft.
- Reasonable use and care to ensure proper functioning of the aircraft. The UAS will be grounded immediately any time the pilot deems the UAS to be unsafe. Equipment malfunctions shall be immediately documented and transmitted to the attention of the program coordinator so that an appropriate repair or replacement can be made.
- Processing any evidence obtained in accordance with departmental policies and procedures regarding evidence processing.
- Shall ensure aircraft systems are properly stored and any power sources are properly recharged.
- Completing a flight logbook entry for each flight operation.

### **VISUAL OBSERVERS** Visual Observers are specially trained officers who assist the Pilot.

- The primary purpose of a Visual Observer is to maintain a lookout for the un-manned aircraft in the area of the incident.
- The Visual Observer may also assist in maintaining visual sight of the aircraft during brief periods where the pilot needs to look at the remote display.
- The pilot will determine how many visual observers are necessary for any mission.

**GLENWOOD POLICE DEPARTMENT'S  
STANDARD OPERATING PROCEDURE**

Chapter 88: Drones  
Issue Date: December 6<sup>th</sup>, 2023  
Review Date:  
Revision Date:  
Authorized by: Chief Eric Johansen

**USE OF UAS**

Only authorized pilots who have completed the required training shall be permitted to operate the UAS during operational deployments. Training flights shall be authorized by the Program Coordinator.

All deployments of UAS must comply with Iowa code, Chapter 808.15. The Glenwood Police Department has adopted the use of UAS to provide an aerial visual perspective in responding to emergency situations and exigent circumstances, with the following objectives:

- Situational Awareness: To assist decision makers such as incident command staff; first responders; city, county, and state officials, in understanding the nature, scale, and scope of an incident—and for planning and coordinating an effective response.
- Search and Rescue: To assist missing person investigations, AMBER Alerts, Project Life Saver, and other search and rescue missions.
- Tactical Deployment: To support the tactical deployment of officers and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large-scale tactical operations, and other temporary perimeter security situations).
- Visual Perspective: To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.
- Scene Documentation: To document a crime scene, accident scene, fire scene or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).
- Other situations as deemed necessary by the Watch Commander.

**PROHIBITED USE**

The UAS shall not be used:

- For traffic law enforcement (Iowa Code § 321.492B)
- The UAS shall not be weaponized.

**USE OF UAS**

Data collected by the UAS shall be retained as provided in the established



**GLENWOOD POLICE DEPARTMENT'S  
STANDARD OPERATING PROCEDURE**

Chapter 88: Drones  
Issue Date: December 6<sup>th</sup>, 2023  
Review Date:  
Revision Date:  
Authorized by: Chief Eric Johansen

evidence retention schedule. Photographic or video evidence obtained by the UAS shall be processed in accordance with departmental policy.



## **Memorandum of Understanding**

**Between**

**Glenwood Community School District**

**and**

**Glenwood Police Department and Mills County Sheriff's Department**

### **Notification of Exposure to Trauma**

#### **I. PURPOSE**

**The Larger Project.** To further implement an initiative aimed at addressing children's exposure to violence and trauma. Childhood exposure to ACEs (Adverse Childhood Experiences) without the right supports, is often associated with increased risk of poor outcomes in emotional, behavioral and physical health over the life span. Children exposed to violence and trauma are also at a higher risk of poor school related outcomes and are more likely to enter the criminal justice system later in life, which can contribute to generational cycles of violence and system involvement. This project directly addresses the goal of mitigating these negative impacts of exposure to trauma when it does occur, by providing support and on-site, trauma focused interventions by school staff and/or mental health providers, if necessary, to children identified by local law enforcement and school personnel.

**Notification of Exposure to Trauma.** Acknowledging the collaborative work already underway in the community around trauma and specifically around social and emotional health within the school system, this Memorandum of Understanding ("MOU") will focus on notification to the school system by law enforcement when a child is exposed to trauma in the home or in the community to enable the child's school to handle the child with care upon his or her arrival at school the next school day following the incident. For the purpose of this MOU, the phrase "*exposed to trauma*" shall be construed broadly and by way of example and not by way of limitation, shall mean and include any event where a child is a victim or witness, experiences or is involved in, or is questioned relative to, any of the following: *the abuse of a family member, loved one, or pet; abuse or neglect; child custody, visitation or support or other*

*domestic relations controversy where there is law enforcement intervention; community violence; the commission of a crime; loss of a family member or friend; an overdose; the arrest of a family member; racism or any other form of discrimination; homelessness; mental illness and /or substance abuse by a parent or caregiver; hospitalization or family illness; incarceration of a parent or family member; sudden, unexpected or frequent changes in caregiver, school, program or home life; natural disasters; or similar acts or experiences. Should a law enforcement officer be uncertain as to whether or not to give notice to the school, judgement should be exercised in favor of notification.*

**II. Glenwood Police Department and Mills County Sheriff's Office ("LE") Agree to:**

- A) Send a notification to **Glenwood Community School District** identifying children that have been present for police interactions or otherwise exposed to violence or trauma in the community following the notification protocol as outlined below.
- B) Notification shall be given by filling out a google form that will be sent to identified school personnel stating the child's name, approximate age, school attended if known, the approximate time of the event, and the acronym HWC.
- C) Notifications will contain no specific information about the incident in order to maintain privacy of the student and their family.
- D) Otherwise maintain the confidentiality of students and their families.

**III. Glenwood Community School District agrees to:**

- A) Receive notifications, as described in section II A and B above from LE and disseminate them to the designated point persons within each school by forwarding to them the HWC e-mail notification from LE.
- B) Upon receipt of a Handle with Care notification identifying a child who has been exposed to trauma, the designated point persons within each school will then disseminate the notification to appropriate teachers, social workers, guidance counselors, and any other relevant staff.
- C) Provide identified students who are exhibiting behaviors that are not consistent with their normal manner a safe person and space where they can receive additional supports, such as postponing a test, accepting a missed assignment, or allowing the student to rest if he or she is having a hard time focusing or staying awake, but otherwise not addressing the child about the incident.
- D) Determine need for on-going counseling or other intervention if the student is not currently involved with mental health services.

- E) If necessary, the school may contact parents or guardians to obtain appropriate consents for on-going mental health services for the student.
- F) Provide education on trauma informed care to all school personnel, parents and guardians, as requested and/or as required by law.
- G) Maintain the confidentiality of student's information, including but not limited to academic records, health records, and mental health services. Notifications may be maintained for any purposes consistent with the purpose of this MOU, but shall not be part of any student's permanent record.

#### **IV. TERMINATION, ADDITIONAL AGENCIES, AND LIABILITY:**

- A) Any agency has the right to cancel this MOU with 30 days written notice to the other parties. Should any LE agency terminate this MOU, then the MOU shall remain in effect as to all other agencies.
- B) Additional collaborating agencies: Prevention Means Progress Coalition and SW Iowa DEC Coalition will provide ACEs training, Mills County Public Health, Southwest Iowa Mental Health and Disability Services Region and Green Hills AEA will be part of the collaborative effort for additional referrals as needed.
- C) Each party shall be responsible for the actions committed by that party and its agents. No party assumes any liability for any actions committed by any other party. However, each party to this Agreement agrees to cooperate fully with the other party in the defense of claims, pursuant to these provisions. This cooperation will include, but is not limited to, the following:
  - 1) Immediate notification to the other party of any accident or incident resulting in personal injury, damage or having the potential for liability;
  - 2) Immediate notification to the other party of any claim made against it alleging liability;
  - 3) Permit a party of this Agreement to conduct a parallel independent investigation of any incident, and/or
  - 4) Make personnel and records available for purposes of the investigation or defense of any claim and/or legal proceeding to the extent permitted by law.

This MOU shall remain in effect until terminated as provided herein.

Effective this \_\_\_\_\_ day of November, 2023.

**GLENWOOD POLICE DEPARTMENT**

Signature and Title: \_\_\_\_\_

**MILLS COUNTY SHERIFF'S DEPARTMENT**

Signature and Title: \_\_\_\_\_

**GLENWOOD COMMUNITY SCHOOL DISTRICT**

Signature and Title: Matthew F. [Signature] PRESIDENT

HWC "\_\_\_\_\_ " County School System 3 20 19 Final Version

*\*Special thank you to Judge R. Michael Key, La Grange, Georgia, for help in putting this MOU together*

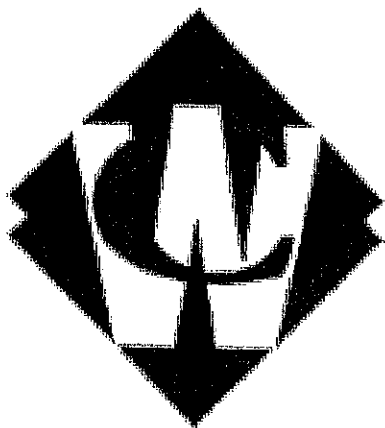
## RESOLUTION 3661

### RESOLUTION ESTABLISHING RATES FOR THE GLENWOOD CEMETERY EFFECTIVE JANUARY 1, 2024

WHEREAS, the Glenwood City Council shall establish rates for the Glenwood Cemetery; and

WHEREAS, the Glenwood Cemetery Board has recommended the following charges:

Opening/Closing of Graves:	Weekdays	Saturday
Regular burial	\$700.00	\$850.00
Infant burial	\$500.00	\$650.00
Cremation burial	\$450.00	\$600.00
Cremation burial in monument	\$250.00	\$400.00
Purchase Grave Spaces	\$700.00	
Administrative fees	\$ 20.00	
Multiple Burial Fee	\$ 65.00	
Catholic Section-Maintenance Fee	<u>\$2,500.00</u>	(Due on Feb. 1 each Year)
Purchase Cremation Vaults	\$200.00	
Disinterment: Adults	\$1000.00	
Infants	\$750.00	
Ashes	\$675.00	
Research on Lots with Auger:		
Whole Lots	\$200.00	(Paid in Advance)
Half Lots	\$150.00	(Paid in Advance)
Minimum	\$125.00	(Paid in Advance)
Staking Fee/Dirt Removal:	\$60.00	
Stone Setting Fees:		
• All stones will be priced according to foundation size		
• New stone installations will be priced at \$0.50 a square inch		
• Resetting of stones will be priced at a minimum of \$0.60 a square inch; additional labor charges may apply		
• Installation of vases on existing stones will be priced at \$25.00 per vase		
• Bronze military plaques installation on back of stones will be priced at \$50.00		



## Thank You for this Opportunity!

Waste Connections is one of North America's largest full-service, vertically integrated waste solutions companies, providing non-hazardous solid waste collection, recycling and landfill disposal services to commercial, industrial, governmental and residential customers throughout the United States and Canada.

Our local expertise coupled with our capital resources make us the ideal partner to supply your waste and recycling collection services.

Proposal For:		Quote #: 01095318	
Company Name:	City of Glenwood	Address:	5 N Vine St
Project Name:			
Contact Name:	Matt Gray	City, State, Zip:	Glenwood, IA, 51534
Phone:	(712) 310-6026	Email:	mgray@glenwoodfire.us

### SERVICES AND RATES

Effective Date: 8/29/2023

Type	Quantity	Bin Size	Service Frequency	Service Type	Price
Recurring	1.00		1XM	RENTAL FEE ROLL OFF MONTH	\$80.00
On Call	1.00			DISPOSAL CHARGE - RO	\$40.00
On Call	1.00	10 Yard		HAUL 10 YD - RO	\$210.00
On Call	1.00	10 Yard		DELIVERY FEE 10 YD - RO	\$100.00

This proposal is valid for 60 days from the Effective Date above.

Choosing Waste Connections as your solid waste and/or recycling service provider is the right choice because:

- Local Customer Service Support. We believe that having our Customer Service Teams in the same market as our Customers is important because it ensures you get prompt attention and fast results.
- Well trained drivers who operate safely on your property. From onboard cameras to rigorous safety training, our people who enter your property are doing everything we can to ensure you receive the safest, most reliable service.
- We want to help you be greener. You can count on Waste Connections to provide cost-effective recycling services to help you meet your sustainability objectives.

### REPRESENTATIVE

Printed Name	Megan Rexroth	Title	Territory Manager
Phone	(402) 306-0175	Email	megan.rexroth@wasteconnections.com
Date	11/13/2023		

# Playground Equipment Assessment with ICAP

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Janis Hochreiter (from ICAP, authorized playground equipment inspector), Ron Mattox (Director of Park & Rec), and Jessica Alley (City Clerk) met on 12/11/2023 to discuss the playground equipment that was donated to the City of Glenwood.

Ron said that the playground set was part of Bellevue, NE Park & Rec Department before being dismantled. He said that the age of the equipment is unknown, it was pulled out 2 years ago, put on a trailer and has now been stored outside at Glenwood Public Works since then. He mentioned that there were bent poles, some had large holes in them, and he is unsure how to build it.

Janis said that when we go out to assess the equipment, we need to look for a manufacturing spot to assess who made the equipment to decide what next steps are.

Jessica asked if a volunteer group could put the equipment together and Janis said yes if there was a representative from the company that created the equipment was present or walking them through how to build the equipment to their safety standards. (The call with Tim at GAMETIME said because it is a rebuild, they would not have a representative that could help build)

Before we look at the equipment, Janis let us know that the things she looks for are voids, holes, rust, weird bends, and if main support poles need to be replaced. Janis gave Ron a Public Playground Safety Handbook (U.S. Consumer Product Safety Commission created).

Janis, Ron, and Jessica went to Glenwood Public Works building to assess equipment. One of the pieces on top had a manufacturing spot that said GAMETIME (800) 235-2440. Also, large holes in the lower part of the support poles were noted and those would have to be replaced to be considered a safe playground. **Janis advised only building the playground if GAMETIME could be the one to replace the parts needed. She said that companies do not intermix parts due to safety risks involved of using parts that were not intended for different equipment.** It was noted that the steps could be pressure washed but were in good shape, there was not a lot of rust present, and was overall in good shape. Janis thinks that it is around 10-years old, and it is in promising condition if the support poles could be replaced.

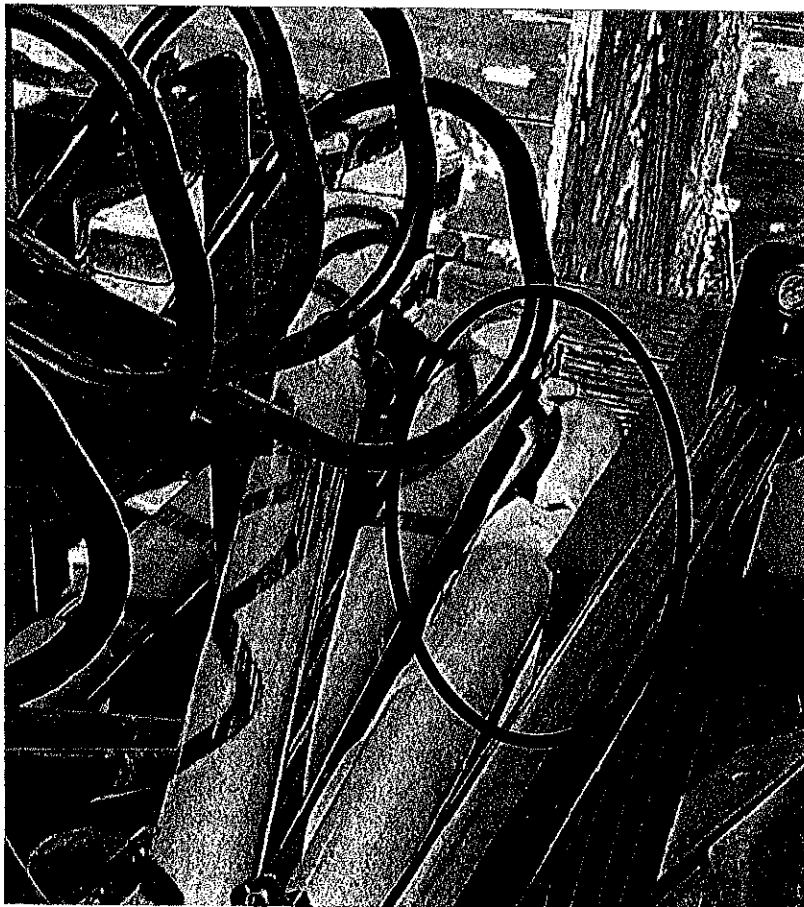
Janis said that the next step would be:

- Contact GAMETIME to see if there is a representative available to assess if the support poles could still be purchased for this specific playset. Jessica called and talked to Tim Kisgen at (515) 631-2431 and he said that they could possibly sell us replacement parts, but he cannot do that until we know the type of equipment it is. I contacted Ron to make sure the instructions were not around before I call the City of Bellevue for information. If we cannot get the specs, then he might be able to order after measuring the diameter of the poles. GAMETIME will not accept any liability for rebuilt models.
- Spread the equipment out so that each piece can be inspected. Take more detailed pictures of the parts that we have and see if there are specs available. Ron is taking pictures of the poles 12/12 and looking for any information we might have on the type of equipment it is.
- Janis requested to be contacted when there are any updates on the specs or the name of the equipment. Janis can be contacted at (515) 490-1397 or at [e.janis@icapiowa.com](mailto:e.janis@icapiowa.com)

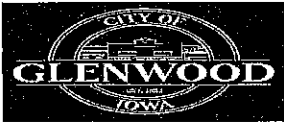
SEE NEXT PAGE FOR IMAGE



Double slide and possible monkey bars.  
Majority of equipment was in good to  
great shape.



Large holes noted in support poles.  
More than likely from when they were  
removed from the previous playground.



Amber Farnan <amber.farnan@cityofglenwood.org>

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## Tree brd update

1 message

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**Tom Hoogestraat** <tomhoog@q.com>

Thu, Nov 30, 2023 at 2:15 PM

To: ovation46@q.com, densley@asplundh.com, blindau@mchsi.com, rcsell2@q.com

Cc: cityadmin@cityofglenwood.org

End of the year summary. I sent in the verification report to MidAmerican. Also submitted the grant to them. And just sent in the Tree City USA app to Emma Hanigan with DNR. Good year. We will meet again in March or February to start things over. Let you know later. David, if you have an opportunity to get seedlings at a reasonable price let me know. For our arbor day school event need about 150. Did ask for \$1500 from MidAmerican, but they vary on what they give out. If you know of a big tree planting opportunity by some community organization, we can get additional funds from Trees Forever. Enjoy the holidays and see you next year.

# BALANCE SHEET

## CALENDAR 11/2023, FISCAL 5/2024

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL.
001-000-1110	CASH - GENERAL	227,067.47-	1,346,902.28
002-000-1110	CASH - AQUATIC CENTER	548.28-	8,546.04-
003-430-1110	CASH/CHECKING -PARK CAPITAL		7,000.00
004-450-1110	CASH - CEMETERY CAPITAL FUND		6,554.00
005-000-1110	CASH - ARPA		779,529.40
110-000-1110	CASH - ROAD USE TAX	16,259.76	1,238,128.01
112-000-1110	CASH - EMPLOYEE BENEFITS	41,465.83-	1,379,355.85
119-000-1110	CASH - EMERGENCY FUND	2,875.21	27,664.03
121-000-1110	CASH - LOST	60,949.59	1,585,294.50
125-000-1110	CASH/CHECKING - TIF	11,659.98-	108,956.36
131-000-1110	CASH - LIBRARY FURNISHING		6,956.45
173-000-1110	FEMA CASH/CHECKING		3,628.14
177-110-1110	CASH - ASSET FORFEITURE POLICE		11,735.41
200-000-1110	CASH - DEBT SERVICE	76,797.44-	73,093.59
307-000-1110	CASH/CHECKING		4,161.91-
309-000-1110	CASH/CHECKING		43,691.78
311-000-1110	CASH/CHECKING - CDBG	177,835.33	195,766.03
312-000-1110	CASH	21,139.06-	43,816.06-
500-000-1110	PERPETUAL CARE CASH	140.00	1,634.47
	CASH TOTAL	120,618.17-	6,759,366.29
001-000-1111	CASH-AMPHITHEATER	59.61-	27,884.34-
125-000-1111	LMI SET ASIDE	1.73	1.73
	CASH TOTAL	57.88-	27,882.61-
001-000-1112	CASH - LIBRARY DONATIONS	802.64	10,944.84
131-000-1112	LIBRARY DONATIONS		2,460.00-
	CASH TOTAL	802.64	8,484.84
307-000-1115	CASH - GSB SAVINGS/NOW		4,161.91
	CASH TOTAL	.00	4,161.91
001-000-1120	PETTY CASH - GENERAL		170.00
	PETTY CASH TOTAL	.00	170.00
309-000-1130	RESERVES-2019 GO INVESTMT		50,160.00
	RESERVES TOTAL	.00	50,160.00
131-000-1160	INVESTMENT - LIBRARY		6,350.00

November  
2023

**BALANCE SHEET**  
**CALENDAR 11/2023, FISCAL 5/2024**

ACCOUNT NUMBER	ACCOUNT TITLE	PTD BAL.	YTD BAL.
	INVESTMENTS TOTAL	.00	6,350.00
121-000-1190	INVESTMENT - CD		418,384.70
500-450-1190	PERPETUAL CARE - INVESTMENT		23,363.59
510-420-1190	INVESTMENTS - AMPHITHEATER		197,103.47
		-----	-----
	INVESTMENTS TOTAL	.00	638,851.76
500-450-1195	PERPETUAL CARE - SAVINGS		56,968.19
		-----	-----
	CASH TOTAL	.00	56,968.19
		=====	=====
	TOTAL CASH	119,873.41-	7,496,630.38
		=====	=====

**TREASURER'S REPORT**  
**CALENDAR 11/2023, FISCAL 5/2024**

ACCOUNT TITLE	LAST REPORT ON HAND	RECEIVED	DISBURSED	CHANGE IN LIABILITY	BALANCE
001 GENERAL	1,556,457.22	151,438.48	377,762.92		1,330,132.78
002 AQUATIC CENTER	7,997.76-		548.28		8,546.04-
003 PARK CAPITAL FUND	7,000.00				7,000.00
004 CEMETERY CAPITAL FUND	6,554.00				6,554.00
005 ARPA	779,529.40				779,529.40
110 ROAD USE TAX	1,221,868.25	56,453.54	40,193.78		1,238,128.01
111 I-JOBS					
112 EMPLOYEE BENEFITS	1,420,821.68	58,662.73	100,128.56		1,379,355.85
119 EMERGENCY	24,788.82	2,875.21			27,664.03
121 LOST-SPECIAL REVENUE	1,942,729.61	60,949.59			2,003,679.20
125 TAX INCREMENT FINANCIN	120,616.34	5.02	11,663.27		108,958.09
126 LMI					
131 LIBRARY FURNISHING	10,846.45				10,846.45
160 REVOLVING LOAN					
167 SIDEWALK					
173 FEMA	3,628.14				3,628.14
177 ASSET FORFEITURES-POLI	11,735.41				11,735.41
200 DEBT SERVICE	149,891.03	12,197.57	88,995.01		73,093.59
201 DEBT SERV LOST SINK FUND					
302 COMMUNITY RECREATION CTR					
303 POOL CAPITAL FUND					
306 LIBRARY ROOF PROJECT					
307 R-R PAVEMENT					
308 VINE ST PAVEMENT					
309 2019 GO CAP PROJECTS	93,851.78				93,851.78
310 MARION HTS SEWER PROJ.					
311 CDBG HOUSING GRANT	17,930.70	811,229.41	633,394.08		195,766.03
312 DTR GRANT	22,677.00-		21,139.06		43,816.06-
315 FEMA FLOOD					
350 SQUARE RENOVATION					
500 CEMETERY PERPETUAL CAR	81,826.25	140.00			81,966.25
510 AMPHITHEATER CAPITAL	197,103.47				197,103.47
610 SEWER					
611 FMHA REPLACEMENT					
612 FMHA DS					
613 FMHA RESERVE					
Report Total	7,616,503.79	1,153,951.55	1,273,824.96	.00	7,496,630.38

**REVENUE REPORT**  
**CALENDAR 11/2023, FISCAL 5/2024**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	FISCAL ESTIMATE	PTD BALANCE	YTD BALANCE	PERCENT RECVD	UNCOLLECTED
	GENERAL TOTAL	3,480,227.00	151,438.48	1,376,678.27	39.56	2,103,548.73
	AQUATIC CENTER TOTAL	144,600.00	.00	33,314.76	23.04	111,285.24
	ROAD USE TAX TOTAL	1,709,000.00	56,453.54	306,389.37	17.93	1,402,610.63
	EMPLOYEE BENEFITS TOTAL	1,066,330.00	58,662.73	540,050.98	50.65	526,279.02
	EMERGENCY TOTAL	51,897.00	2,875.21	27,664.03	53.31	24,232.97
	LOST-SPECIAL REVENUE TOTAL	725,000.00	60,949.59	364,161.04	50.23	360,838.96
	TAX INCREMENT FINANCING TOTAL	44,000.00	5.02	17,800.32	40.46	26,199.68
	DEBT SERVICE TOTAL	653,850.00	12,197.57	121,697.62	18.61	532,152.38
	CDBG HOUSING GRANT TOTAL	5,000,000.00	811,229.41	3,376,862.71	22.51	1,623,137.29
	DTR GRANT TOTAL	347,000.00	.00	18,670.86	5.38	328,329.14
	CEMETERY PERPETUAL CARE TOTAL	.00	140.00	18,756.31	.00	18,756.31-
	TOTAL REVENUE BY FUND	<u><u>3,221,904.00</u></u>	<u><u>1,153,951.55</u></u>	<u><u>6,202,046.27</u></u>	<u><u>26.71</u></u>	<u><u>7,019,857.73</u></u>

# BUDGET REPORT

## CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	GENERAL TOTAL	3,553,647.00	377,762.92	1,444,837.76	40.66	2,108,809.24
	AQUATIC CENTER TOTAL	154,785.00	548.28	85,798.29	55.43	68,986.71
	ROAD USE TAX TOTAL	2,029,500.00	40,193.78	295,427.03	14.56	1,734,072.97
	EMPLOYEE BENEFITS TOTAL	1,095,500.00	100,128.56	429,006.79	39.16	666,493.21
	EMERGENCY TOTAL	51,897.00	.00	.00	.00	51,897.00
	LOST-SPECIAL REVENUE TOTAL	554,800.00	.00	48,558.51	8.75	506,241.49
	TAX INCREMENT FINANCING TOTAL	29,000.00	11,663.27	11,663.27	40.22	17,336.73
	DEBT SERVICE TOTAL	650,046.00	88,995.01	88,995.01	13.69	561,050.99
	2019 GO CAP PROJECTS TOTAL	155,000.00	.00	128,424.15	82.85	26,575.85
	MARION HTS SEWER PROJ. TOTAL	48,246.00	.00	.00	.00	48,246.00
	CDBG HOUSING GRANT TOTAL	4,400,000.00	633,394.08	3,180,904.68	22.09	1,219,095.32
	DTR GRANT TOTAL	458,000.00	21,139.06	62,486.92	13.64	395,513.08
	TOTAL EXPENSES BY FUND	3,180,421.00	1,273,824.96	5,776,102.41	24.92	7,404,318.59

**BUDGET REPORT**  
**CALENDAR 11/2023, FISCAL 5/2024**

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	1,440,658.00	159,099.94	595,928.71	41.37	844,729.29
	K9 DEPARTMENT TOTAL	4,500.00	.00	460.30	10.23	4,039.70
	FIRE TOTAL	1,012,300.00	83,835.19	401,755.73	39.69	610,544.27
	ANIMAL CONTROL TOTAL	4,000.00	.00	.00	.00	4,000.00
	COMMUNICATION CENTER TOTAL	182,000.00	88,057.66	88,057.66	48.38	93,942.34
		-----	-----	-----	-----	-----
	PUBLIC SAFETY TOTAL	2,643,458.00	330,992.79	1,086,202.40	41.09	1,557,255.60
	STREET TOTAL	2,179,250.00	54,087.32	355,194.68	16.30	1,824,055.32
	SANITATION TOTAL	12,000.00	683.44	10,473.64	87.28	1,526.36
		-----	-----	-----	-----	-----
	PUBLIC WORKS TOTAL	2,191,250.00	54,770.76	365,668.32	16.69	1,825,581.68
	LIBRARY TOTAL	534,761.00	42,468.12	172,095.23	32.18	362,665.77
	AMPHITHEATER TOTAL	25,350.00	59.61	483.47	1.91	24,866.53
	PARK TOTAL	283,951.00	24,008.78	115,038.02	40.51	168,912.98
	RECREATION TOTAL	203,450.00	7,655.27	72,116.44	35.45	131,333.56
	POOL TOTAL	154,785.00	548.28	85,835.63	55.45	68,949.37
	CEMETERY TOTAL	183,251.00	16,260.79	70,569.86	38.51	112,681.14
		-----	-----	-----	-----	-----
	CULTURE & RECREATION TOTAL	1,385,548.00	91,000.85	516,138.65	37.25	869,409.35
	TREE BRD/COMM BEAUTIFICAT TOTA	3,000.00	.00	1,225.00	40.83	1,775.00
	PLANNING AND ZONING TOTAL	24,500.00	21.65	6,201.96	25.31	18,298.04
	DEBT SERVICE TOTAL	29,000.00	.00	.00	.00	29,000.00
		-----	-----	-----	-----	-----
	COMMUNITY & ECONOMIC DEV TOTA	56,500.00	21.65	7,426.96	13.15	49,073.04
	ADMINISTRATION TOTAL	385,676.00	35,734.99	133,042.55	34.50	252,633.45
	LEGAL TOTAL	75,000.00	18.50	38,570.50	51.43	36,429.50
	TORT LIABILITY TOTAL	220,000.00	6,094.00	156,579.00	71.17	63,421.00
		-----	-----	-----	-----	-----
	GENERAL GOVERNMENT TOTAL	680,676.00	41,847.49	328,192.05	48.22	352,483.95
	DEBT SERVICE TOTAL	650,046.00	100,658.28	100,658.28	15.48	549,387.72
		-----	-----	-----	-----	-----
	DEBT SERVICE TOTAL	650,046.00	100,658.28	100,658.28	15.48	549,387.72
	COBG HOUSING PROJECTS TOTAL	4,858,000.00	654,533.14	3,243,391.60	21.83	1,614,608.40
	SEWER SIDEWALK PROJECT TOTAL	30,000.00	.00	.00	.00	30,000.00
	RECREATION TOTAL	125,000.00	.00	127,824.15	102.26	2,824.15-
	DEBT SERVICE TOTAL	.00	.00	600.00	.00	600.00-
		-----	-----	-----	-----	-----
	CAPITAL PROJECTS TOTAL	5,013,000.00	654,533.14	3,371,815.75	22.46	1,641,184.25



**BUDGET REPORT**  
**CALENDAR 11/2023, FISCAL 5/2024****PCT OF FISCAL YTD 41.6%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	TRANSFERS TOTAL	559,943.00	.00	.00	.00	559,943.00
	TRANSFER OUT TOTAL	559,943.00	.00	.00	.00	559,943.00
	TOTAL OF ALL EXPENSES	3,180,421.00	1,273,824.96	5,776,102.41	24.92	7,404,318.59

# NOVEMBER 2023 FINANCIALS

Fund	Beginning Balance	Revenues	Expenses	Ending Balance
General	\$ 1,556,457.22	\$ 151,438.48	\$ (377,762.92)	\$ 1,330,132.78
Aquatic	\$ (7,997.76)		\$ (548.28)	\$ (8,546.04)
Park Capital	\$ 7,000.00			\$ 7,000.00
Cemetery Capital	\$ 6,554.00			\$ 6,554.00
ARPA	\$ 779,529.40			\$ 779,529.40
RUT	\$ 1,221,868.25	\$ 56,453.54	\$ (40,193.78)	\$ 1,238,128.01
Employee Benefits	\$ 1,420,821.68	\$ 58,662.73	\$ (100,128.56)	\$ 1,379,355.85
Emergency	\$ 24,788.82	\$ 2,875.21		\$ 27,664.03
LOST	\$ 1,942,729.61	\$ 60,949.59		\$ 2,003,679.20
TIF	\$ 120,616.34	\$ 5.02	\$ (11,663.27)	\$ 108,958.09
Library Furnishing	\$ 10,846.45			\$ 10,846.45
FEMA	\$ 3,628.14			\$ 3,628.14
Asset Forfeitures	\$ 11,735.41			\$ 11,735.41
Debt Service	\$ 149,891.03	\$ 12,197.57	\$ (88,995.01)	\$ 73,093.59
Go Bond	\$ 93,851.78			\$ 93,851.78
CDBG Housing	\$ 17,930.70	\$ 811,229.41	\$ (633,394.04)	\$ 195,766.07
DTR	\$ (22,677.00)		\$ (21,139.06)	\$ (43,816.06)
Cemetery Perpetual	\$ 81,826.25	\$ 140.00		\$ 81,966.25
Amph Capital	\$ 197,103.47			\$ 197,103.47
<b>Totals</b>	<b>\$ 7,616,503.79</b>	<b>\$ 1,153,951.55</b>	<b>\$ (1,273,824.92)</b>	<b>\$ 7,496,630.42</b>

# STATE OF IOWA

**GAX**

<b>BUDGET FY</b>		<b>General Accounting Expenditure</b>										<b>DOCUMENT NUMBER</b>							
2024		DATE 12/5/2023				ACCTG PERIOD (mm/yy) 8/17/2023 - 12/4/2023						10							
VENDOR CODE 2132981		AGENCY NAME																	
VENDOR NAME AND ADDRESS				BILL TO ADDRESS (ORDERING AGENCY)						SHIP TO ADDRESS									
City of Glenwood 5 North Vine Street Glenwood, Iowa 51534				Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315															
TERMS		FOB		ORDER APPROVED BY						GOODS RECEIVED/SERVICES PERFORMED									
										DATE INITIALS									
QUANTITY				VENDOR'S INVOICE NUMBER															
ORDERED	RECEIVED	UNIT OF MEASURE								UNIT PRICE		TOTAL PRICE							
				Request for Payment under 2019 CDBG-DR Contract Number 19-DRH-006 306 N Locust  Report Number: 10															
<b>DOCUMENT TOTAL</b>												\$ 18,629.17							
<b>CLAIMANT'S CERTIFICATION</b>														<b>AGENCY CERTIFICATION</b>					
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.														I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:					
DATE				TITLE				CODE OR CHAPTER SECTION(S)											
CLAIMANT'S SIGNATURE								AUTHORIZED SIGNATURE											
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																			
DOC TYPE (GAX)		DOC NUMBER		DOC DATE		ACCTG PRD		BUDGET FY		ACTION NEW/MOD		PO SHIP INSTR		GAX TYPE		INT SELLER FUND		INT SELLER AGCY	
GAX		10						24											
VENDOR CODE		ADDR OVERRIDE		FA INDICATOR		LEFT IND		TEXT - po's only (Y/N)		TEXT (po's only)									
3052881						Y													
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE		COM LN		VEND INVOICE #		COMMODITY CODE		GS CONTRACT							
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	UD	DESCRIPTION	AMOUNT	UD	P/P			
01	0001	269	5000				4125							\$ 18,629.17					
02																			
03																			
04																			
05																			
06																			
07																			

**GAX**

WARRANT #

AUDITED BY

**DOCUMENT TOTAL**

**\$ 18,629.17**

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>11</b>										
		DATE 12/7/2023		ACCTG PERIOD (mm/yy) 12/1/2023 - 12/4/2023												
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS										
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS										
QUANTITY				VENDOR'S INVOICE NUMBER												
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-006 306 N Locust  <b>Report Number: 11</b>													
<b>DOCUMENT TOTAL</b>						<b>\$ 9,570.00</b>										
<b>CLAIMANT'S CERTIFICATION</b>				<b>AGENCY CERTIFICATION</b>												
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.				I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY:												
DATE				CODE OR CHAPTER SECTION(S)												
TITLE				AUTHORIZED SIGNATURE												
CLAIMANT'S SIGNATURE																
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>11</b>		DOC DATE	ACCTG PRD	BUDGET FY <b>24</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE <b>3052881</b>		ADDR OVERRIDE	F/A INDICATOR	EFT IND <b>Y</b>	TEXT - po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT							
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	ID	DESCRIPTION	AMOUNT	ID	PIE
01	0001	269	6000				4125							\$ 9,570.00		
02																
03																
04																
05																
06																
07																

**DOCUMENT TOTAL \$ 9,570.00**

**GAX**

WARRANT #

AUDITED BY

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

## GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>4</b>										
DATE 12/7/2023		ACCTG PERIOD (mm/yy) 10/11/2023 - 10/30/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315			SHIP TO ADDRESS											
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED										
QUANTITY		VENDOR'S INVOICE NUMBER				DATE INITIALS										
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-016 110 Nuckolls  Report Number: 4													
CLAIMANT'S CERTIFICATION I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE						DOCUMENT TOTAL \$ 5,728.58 AGENCY CERTIFICATION I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE										
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>4</b>	DOC DATE	ACCTG PRD	BUDGET FY <b>24</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY						
VENDOR CODE 3052881		ADDR OVERRIDE	F/A INDICATOR	LEFT IND <b>Y</b>	TEXT (po's only) (YN)			TEXT (po's only)								
REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE		GS CONTRACT									
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP GATE	QUANTITY / UNITS	JD	DESCRIPTION	AMOUNT	LD	PPF
01	0001	269	5000				4125							\$ 5,728.58		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL						\$ 5,728.58										

**GAX**

WARRANT #

AUDITED BY

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>9</b>										
DATE 12/5/2023		ACCTG PERIOD (mm/yy) 10/9/2023 - 11/17/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315			SHIP TO ADDRESS											
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS										
QUANTITY		VENDOR'S INVOICE NUMBER														
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-018 Arbor Hills  Report Number: 9				15,065.23									
DOCUMENT TOTAL							\$ 15,065.23									
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE				<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE												
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 9		DOC DATE	ACCTG PRD	BUDGET FY 24	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE 3052881		ADDR OVERRIDE	P/A INDICATOR	EFT IND Y	TEXT - po's only (Y/N)			TEXT (po's only)								
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT							
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	JD	DESCRIPTION	AMOUNT	JD	P/E
01	0001	289	5000				4125							\$ 15,065.23		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL							\$		15,065.23							

## GAX

WARRANT #

AUDITED BY

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>7</b>										
DATE 12/5/2023		ACCTG PERIOD (mm/yy) 9/7/2023 - 11/30/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315			SHIP TO ADDRESS											
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED										
QUANTITY		VENDOR'S INVOICE NUMBER				DATE INITIALS										
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-002 308 N Hazel  Report Number: 7				21,083.51									
DOCUMENT TOTAL						\$ 21,083.51										
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE				<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE												
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) GAX	DOC NUMBER 7	DOC DATE	ACCTG PRD	BUDGET FY 24	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY						
VENDOR CODE 3052881	ADDR OVERRIDE	F/A INDICATOR	EFT IND Y	TEXT - po's only (Y/N)		TEXT (po's only)										
REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE	GS CONTRACT										
LINE	FUND	AGCY	ORG	SUB ORG	ACTY	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	ID	DESCRIPTION	AMOUNT	ID	P/F
01	0001	269	5000				4125							\$ 21,083.51		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL						\$ 21,083.51										

## GAX

WARRANT #

AUDITED BY

PAID DATE

**GAX**

PAID DATE



Attach supporting documentation  
to the back of this form

# STATE OF IOWA

## GAX

BUDGET FY		General Accounting Expenditure				DOCUMENT NUMBER										
2024		DATE	ACCTG PERIOD (mm/yy)			13										
12/7/2023		12/1/2023 - 12/2/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315		SHIP TO ADDRESS												
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED										
QUANTITY		VENDOR'S INVOICE NUMBER		DATE		INITIALS										
ORDERED	RECEIVED	UNIT OF MEASURE	UNIT PRICE			TOTAL PRICE										
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-007 1001 N Linn  Report Number: 13													
DOCUMENT TOTAL						\$ 9,256.00										
CLAIMANT'S CERTIFICATION I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE				AGENCY CERTIFICATION I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE												
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX)	DOC NUMBER	DOC DATE	ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY						
GAX	13			24												
VENDOR CODE		ADDR OVERRIDE	F/A INDICATOR	EFT IND	TEXT (po's only) (Y/N)		TEXT (po's only)									
3052881				Y												
REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE		GS CONTRACT									
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJ	SUB OR OBJ	JOB NUMBER	REP CAT	QUANTITY / UNITS	LD	DESCRIPTION	AMOUNT	LD	P/F
01	0001	269	5000				4125							\$ 9,256.00		
02																
03																
04																
05																
06																
07																

### GAX

WARRANT #

AUDITED BY

DOCUMENT TOTAL

\$ 9,256.00

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>12</b>										
DATE 12/5/2023		ACCTG PERIOD (mm/yy) 9/14/2023 - 12/5/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS										
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS								
QUANTITY		VENDOR'S INVOICE NUMBER														
ORDERED	RECEIVED	UNIT OF MEASURE					UNIT PRICE	TOTAL PRICE								
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-004 408 N Myrtle  Report Number: 12													
DOCUMENT TOTAL								\$ 13,290.14								
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE						<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE										
(THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY)																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>12</b>		DOC DATE		ACCTG PRD	BUDGET FY <b>24</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY				
VENDOR CODE <b>3052881</b>		ADDR OVERRIDE	F/A INDICATOR	EFT IND <b>Y</b>	TEXT - po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	TD	DESCRIPTION	AMOUNT	TD	P/E
01	0001	269	5000				4125							\$ 13,290.14		
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL \$ 13,290.14

**GAX**

WARRANT #

AUDITED BY

PAID DATE

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

## GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>13</b>										
DATE 12/7/2023		ACCTG PERIOD (mm/yy) 12/1/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315			SHIP TO ADDRESS											
TERMS		FOB		ORDER APPROVED BY		GOODS RECEIVED/SERVICES PERFORMED										
QUANTITY				VENDOR'S INVOICE NUMBER		DATE INITIALS										
ORDERED	RECEIVED	UNIT OF MEASURE				UNIT PRICE	TOTAL PRICE									
			Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-004 408 N Myrtle  Report Number: 13													
CLAIMANT'S CERTIFICATION						DOCUMENT TOTAL \$ 14,751.75										
I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.						AGENCY CERTIFICATION										
DATE						CODE OR CHAPTER SECTION(S)										
TITLE						AUTHORIZED SIGNATURE										
CLAIMANT'S SIGNATURE																
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>13</b>	DOC DATE	ACCTG PRD	BUDGET FY <b>24</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY						
VENDOR CODE <b>3052881</b>	ADDR OVERRIDE	F/A INDICATOR	LEFT IND	TEXT (po's only) (Y/N)	TEXT (po's only)											
REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE #	COMMODITY CODE		GS CONTRACT									
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJ	SUB OBJ	JOB NUMBER	REP CAT	QUANTITY / UNITS	U/D	DESCRIPTION	AMOUNT	U/D	P/F
01	0001	269	5000				4125							\$ 14,751.75		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL						\$ 14,751.75										

### GAX

WARRANT #

AUDITED BY

PAID DATE

14,751.75

Attach supporting documentation  
to the back of this form

# STATE OF IOWA

# GAX

BUDGET FY <b>2024</b>		<b>General Accounting Expenditure</b>				DOCUMENT NUMBER <b>11</b>										
DATE 12/8/2023		ACCTG PERIOD (mm/yy) 5/23/23 - 12/5/2023														
VENDOR CODE 2132981		AGENCY NAME														
VENDOR NAME AND ADDRESS City of Glenwood 5 North Vine Street Glenwood, Iowa 51534		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, Iowa 50315				SHIP TO ADDRESS										
TERMS		FOB		ORDER APPROVED BY				GOODS RECEIVED/SERVICES PERFORMED								
QUANTITY				VENDOR'S INVOICE NUMBER				DATE INITIALS								
ORDERED	RECEIVED	UNIT OF MEASURE	Request for Payment under 2019 CDBG-DR Contract Number: 19-DRH-005 210 Valley  Report Number: 11				UNIT PRICE	TOTAL PRICE								
DOCUMENT TOTAL \$ 43,530.92																
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE TITLE CLAIMANT'S SIGNATURE					<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) AUTHORIZED SIGNATURE											
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER <b>11</b>		DOC DATE	ACCTG PRD	BUDGET FY <b>24</b>	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY					
VENDOR CODE <b>3052881</b>		ADDR OVERRIDE	F/A INDICATOR	LEFT IND	TEXT -po's only (Y/N)		TEXT (po's only)									
REF DOC TYPE		REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT						
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	ID	DESCRIPTION	AMOUNT	ID	P/F
01	0001	289	5000				4125							\$ 43,530.92		
02																
03																
04																
05																
06																
07																
DOCUMENT TOTAL \$ 43,530.92																

## GAX

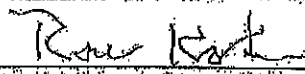
WARRANT #

AUDITED BY

PAID DATE

## STATE OF IOWA

GAX

BUDGET FY		<b>General Accounting Expenditure</b>										DOCUMENT NUMBER														
		DATE 9/18/2023			ACCTG PERIOD (mm/yy)																					
VENDOR CODE 42-6004707					AGENCY NAME																					
VENDOR NAME AND ADDRESS  City of Glenwood 5 N. Vine Street Glenwood, IA 51534					BILL TO ADDRESS (ORDERING AGENCY)  Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, IA 50315				SHIP TO ADDRESS																	
TERMS		FOB		ORDER APPROVED BY						GOODS RECEIVED/SERVICES PERFORMED																
QUANTITY				VENDOR'S INVOICE NUMBER						DATE INITIALS																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Line Item</th> <th rowspan="2">Contract budget</th> <th colspan="3">Expenditures</th> </tr> <tr> <th>Since Last Report (1)</th> <th>Previous Total (2)</th> <th>Cumulative Expenditures (1+2)</th> </tr> </thead> <tbody> <tr> <td>Project Expenses Eligible for Reimbursement  Grant Contract and approved budget in IowaGrants.gov  Project Name: Upper story Housing Grant Project Address: 2 N. Walnut Street</td> <td>Up to \$200,000</td> <td>\$120,000</td> <td>\$0</td> <td>\$120,000</td> </tr> </tbody> </table>														Line Item	Contract budget	Expenditures			Since Last Report (1)	Previous Total (2)	Cumulative Expenditures (1+2)	Project Expenses Eligible for Reimbursement  Grant Contract and approved budget in IowaGrants.gov  Project Name: Upper story Housing Grant Project Address: 2 N. Walnut Street	Up to \$200,000	\$120,000	\$0	\$120,000
Line Item	Contract budget	Expenditures																								
		Since Last Report (1)	Previous Total (2)	Cumulative Expenditures (1+2)																						
Project Expenses Eligible for Reimbursement  Grant Contract and approved budget in IowaGrants.gov  Project Name: Upper story Housing Grant Project Address: 2 N. Walnut Street	Up to \$200,000	\$120,000	\$0	\$120,000																						
CONTRACT NUMBER: 22-ARPDH-024										Funds Requested		\$120,000														
DRAW # 1										Less: Funds Requested to Date		\$0														
										NET REQUEST		\$120,000														
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE: 9/18/2023 TITLE: Mayor										<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S)																
CLAIMANT'S SIGNATURE:  Authorized Official for Grantee - i.e. City (Mayor) or MSI Program (Board Pres.)										AUTHORIZED SIGNATURE																
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																										
DOC TYPE GAX	DOC NUMBER		DOC DATE		ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY														
VENDOR CODE 42-6004707		ADDR OVERRIDE	FA INDICATOR		EFT IND N	TEXT - po's only (Y/N)		TEXT (po's only)																		
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE		COM LN	VEND INVOICE #		COMMODITY CODE		GS CONTRACT																
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUND	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY/ UNITS	DESCRIPTION	AMOUNT													
01																										
02																										
<b>DOCUMENT TOTAL</b>												\$														
<b>GAX</b>		WARRANT #		AUDITED BY				PAID DATE																		

## STATE OF IOWA

GAX

BUDGET FY		<b>General Accounting Expenditure</b>										DOCUMENT NUMBER																												
		DATE <b>12/12/2023</b>				ACCTG PERIOD (mm/yy)																																		
VENDOR CODE <b>42-6004707</b>				AGENCY NAME																																				
VENDOR NAME AND ADDRESS <b>City of Glenwood 5 N. Vine St Glenwood, IA 51534</b>				BILL TO ADDRESS (ORDERING AGENCY) <b>Iowa Economic Development Authority 1963 Bell Avenue, Suite 200 Des Moines, IA 50315</b>						SHIP TO ADDRESS																														
TERMS		FOB		ORDER APPROVED BY						GOODS RECEIVED/SERVICES PERFORMED																														
QUANTITY				VENDOR'S INVOICE NUMBER						DATE INITIALS																														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th rowspan="2"></th> <th rowspan="2">Line Item</th> <th rowspan="2">Contract budget</th> <th colspan="3">Expenditures</th> </tr> <tr> <th>Since Last Report (1)</th> <th>Previous Total (2)</th> <th>Cumulative Expenditures (1+2)</th> </tr> <tr> <td></td> <td>Project Expenses Eligible for Reimbursement</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Grant Contract and approved budget in IowaGrants.gov</td> <td>Up to <b>\$200,000</b></td> <td><b>\$80,000</b></td> <td><b>\$120,000</b></td> <td><b>\$200,000</b></td> </tr> <tr> <td></td> <td>Project Name: Upper Story Housing Grant Project Address: 2 N. Walnut Street</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>															Line Item	Contract budget	Expenditures			Since Last Report (1)	Previous Total (2)	Cumulative Expenditures (1+2)		Project Expenses Eligible for Reimbursement						Grant Contract and approved budget in IowaGrants.gov	Up to <b>\$200,000</b>	<b>\$80,000</b>	<b>\$120,000</b>	<b>\$200,000</b>		Project Name: Upper Story Housing Grant Project Address: 2 N. Walnut Street				
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	Project Name: Upper Story Housing Grant Project Address: 2 N. Walnut Street																																							
CONTRACT NUMBER: <b>22-ARPDH-024</b>				Funds Requested						<b>\$200,000</b>																														
				Less: Funds Requested to Date						<b>\$120,000</b>																														
				NET REQUEST						<b>\$80,000</b>																														
DRAW # <b>2</b>																																								
<b>CLAIMANT'S CERTIFICATION</b> I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID. DATE: <b>Today's Date</b> TITLE: <b>Mayor Pro Tem</b>				<b>AGENCY CERTIFICATION</b> I CERTIFY THAT THE ABOVE EXPENSES WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: <b>CODE OR CHAPTER SECTION(S)</b>																																				
CLAIMANT'S SIGNATURE: <b>Authorized Official for Grantees - i.e. City (Mayor) or MSI Program (Board Pres.)</b>				AUTHORIZED SIGNATURE																																				
THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY																																								
DOC TYPE (GAX) <b>GAX</b>	DOC NUMBER		DOC DATE		ACCTG PRD	BUDGET FY	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE	INT IND	INT SELLER FUND	INT SELLER AGCY																												
VENDOR CODE <b>42-6004707</b>		ADDR OVERRIDE	F/A INDICATOR	EFT IND <b>N</b>	TEXT -po's only (Y/N)		TEXT (po's only)																																	
REF DOC TYPE	REF DOC NUMBER		REF DOC LINE	COM LN	VEND INVOICE #			COMMODITY CODE		GS CONTRACT																														
LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY/ UNITS	DESCRIPTION	AMOUNT																											
01																																								
02																																								
<b>DOCUMENT TOTAL</b>												<b>\$</b>																												
<b>GAX</b>		<b>WARRANT #</b>		<b>AUDITED BY</b>						<b>PAID DATE</b>																														